



## **EVENT COORDINATION**

At Girl in Charge we are dedicated to catering to the needs of our clients and creating unforgettable experiences

[WWW.GICPUBLICRELATIONS.NET](http://WWW.GICPUBLICRELATIONS.NET)

# GIRL IN CHARGE!

## Public Relations

Girl in Charge Public Relations (GICPR) is a boutique agency that offers our clients the experience of a large agency and combines it with the personal attention only a boutique agency can impart.

GICPR brings unique perspectives, world-class expertise and diverse experiences to every client relationship. While our engagements often start with a small project, the relationships expand as clients discover that our capabilities are bigger than they may first appear. We hope our unpretentious culture and entrepreneurial spirit inspire you.

We help clients of all sizes and types reach their goals, in ways that make sense for varied budgets, brands, business strategies, and event types.

# PAST EVENTS

- City of Compton Kendrick Lamar Key to the City Ceremony
- NBA All Star Gospel Celebration
- Gospel Goes to Hollywood Awards Luncheon
- National Bar Association 90<sup>th</sup> Annual Conference and Exhibit
- Soul Train "Lady of Soul Awards,"
- Devard & Devaughn Darling Bahamas Football Camps
- Devard & Devaughn Darling Bahamas Football Tournaments
- LG BET Awards Celebrity After party
- BET Awards Southern All-Star's Celebration
- Pocketbook Monologues Tour
- Compton Salvation Army Youth Center Dedication
- Election Night Press Conference and Ceremony Councilmen Bernard Parks
- Steve Harvey's: Saving Lives with Laughter Benefit Concert
- Randal Pinkett's "Campus CEO" 2006 Book Tour
- Boost Mobile RockCorp Campaign
- 2010 Made To Worship Conference
- 2008 V-Day: Vagina Monologues Tour
- 2007 Women on the Front Line Conference
- 2004 New Edition Tour

# GIRL IN CHARGE!

## WHO HAVE WE WORKED WITH?



# EVENT MANAGEMENT

GICPR is responsible for creating and implementing events. This includes fulfillment on Scope of Work and Client Contract, tracking event budget(s), maintaining communication with clients, creating site layouts, organizing and hiring vendors, creating timelines, holding event meetings, recommending and managing event staff, and orchestrating all event day operations.

GICPR will request proposals from vendors for a variety of items, including event space and location, food and beverage, equipment, linens, floral, furniture rental, A/V, and other décor.

The Event Team also compiles all vendor invoices to create the final event accounting and invoices.

## **Services Offered:**

- Budget Management
- Catering Management
- Entertainment Management
- Décor Management
- Venue Management
- Volunteer Management
- Media Relations
- Registration

# ENTERTAINMENT INDUSTRY EVENTS

GICPR is equipped to handle industry events of any size. If you want to garner major press, fill your red carpet with celebrities we are the firm to hire. We offer pre press, sponsorship obtainment assistance, post press and a large number of additional event PR services to ensure that your event is successful.

## Events:

- Galas
- Celebrity Events
- Charity Events
- New Product Launches
- Listening Parties
- Movie Premieres
- Media Tours
- Industry Events
- Press Conferences

## Services Provided:

- Event Pre & Post Press
- Event Posting
- Event Sponsorship Management
- Press & Media Obtainment
- Attendee Invites & RSVP Management
- On Site Event Management
- Celebrity Invite & RSVP Management
- Social Media Promotion



# Gospel Goes To Hollywood



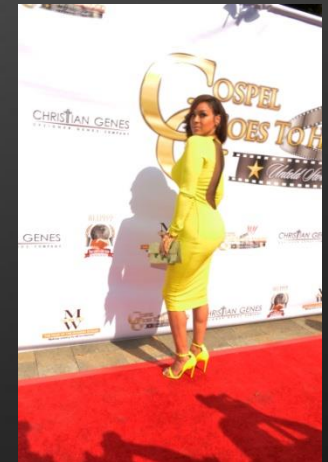
*Celebrating The Faith!*  
 Celebrating The Faith and Gospel Music, Great Food, and Great People

**CO-HOST**  
 Richard Morris

**HONOREES**  
 Richard Lawson  
 Miki Taylor  
 Jody Ford

**OSCAR WEEK**  
 Corporate Tables Available  
 Friday, February 25th 12-3pm  
 The Yiklani  
 734 S. Main St. Los Angeles, CA 90028  
 (West-Central Standard Time)  
 #GospelGoesToHollywood

**GOSPEL GOES TO HOLLYWOOD**  
 A Gospel Music of Faith!



# GIRL IN CHARGE! EVENTS BRING OUT THE MEDIA





# CONFERENCES, CONVENTIONS AND EXHIBITS

GICPR can handle everything from event scheduling to orchestrating all behind-the-scene details, so that seminars, panels, breakaways and presentations are executed efficiently and deliver maximum impact. We also go the extra mile to ensure that your event delivers a positive experience in the community where it takes place, by securing all required permits, insurance, and emergency services well ahead of time.

## Services Provided:

- Event Pre & Post Press
- Event Posting
- Event Sponsorship Management
- On Site Event Management
- Activities coordination
- Contract negotiations
- Event décor & design
- Site selection & management
- Travel planning & transportation
- Registration
- Sponsor relation

# CAL SPAS 2014 DEALER SUMMIT "DISCOVER"



**CalSpas**

# National Bar Association 90<sup>th</sup> Annual Convention & Exhibits



# EVENTS OF ALL TYPES AND SIZES

GICPR's event planners design events that reflect the vision of our clients and their brands. A key component of any event is planning. When an event's plan is executed properly, it can be the difference between a disastrous event and an event to remember. We help to ensure that important decisions are not overlooked and a timeline is in place for a memorable experience.

## Events:

- Galas
- Charity Events
- New Product Launches
- Community
- Trade Shows
- Press Conferences
- Employee Appreciation
- Award Ceremonies

## Services Provided:

- Communication Management
- Event Posting
- Press & Media Obtainment
- Attendee Invites & RSVP Management
- Event décor & design
- On Site Event Management
- Entertainment Booking
- Activities coordination
- Logistics management
- Site selection & management
- Auction Coordination and Management



# Compton Key to the City Ceremony Kendrick Lamar

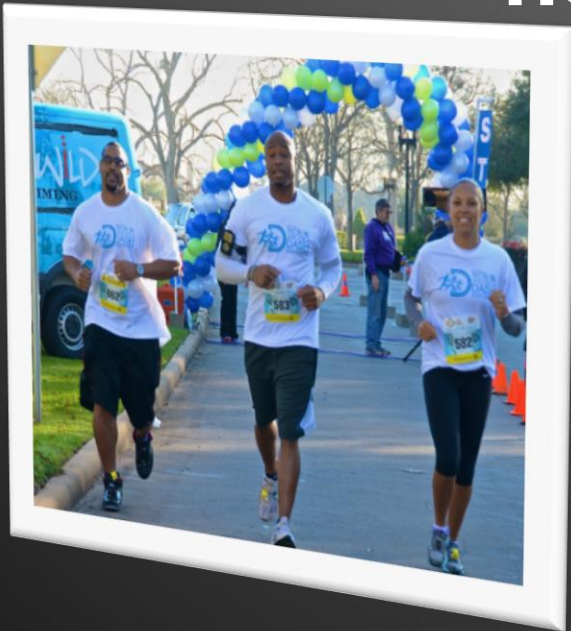




Celebrating the *Heart of Devaughn*

Devaughn Darling's heart  
beats through every  
runner and walker.

# DARLING DASH 5K/1K RUN HOUSTON



# Devard & Devaughn Darling Football Camps, Bahamas

## NFL Participants



Devard  
Darling



Darrius  
Heyward -  
Bey



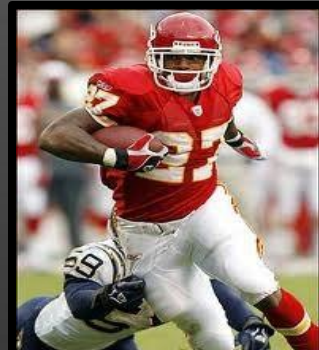
Bobby  
Engram



Derrick  
Martin



Dwayne  
Bowe



Larry  
Johnson

Nassau, Bahamas

Freeport, Bahamas



# WLCAC Community Cancer & Health Awareness Festival





# EVENT ENTERTAINMENT

Our entertainment industry department allows us to access quality entertainers.

Choosing the right entertainment for your audience can be a difficult task. With the proper talent for your event and a well-executed production, your event becomes a memorable experience for your guests. In today's technology-saturated business environment, the more dynamic a live performance is, the more you are able to connect the people attending your event. Examples of special event entertainment include:

- Authors
- Inspirational speakers
- Musicians
- Comedians
- Dancers

Special event entertainment combined with social media marketing helps to continue conversations well past the event date, encouraging continued engagement from attendees. This builds relationships with your audience and translates to other opportunities.



# **GIRL IN CHARGE!**

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