

CAPABILITY STATEMENT

Company Summary

Flawless Moments is a global event management company that offers organizations with a personalized TURNKEY SOLUTION to support their objectives while superseding their guests' experience.

Our Mission

To help you understand your options throughout the entire event planning process, which in turn reduces the risk of missed expectations, unforeseen costs and unexpected challenges.

Differentiator

The Flawless Moments team has over 26 years of industry experience with corporate, association and non-profit events. We are able to leverage our extensive networks to ensure our clients receive the best service and value for their money.

Company Information

EIN: 46-1435638

DUNS Number: 01-684-7861

CAGE Number: 7HPS8

Women Owned Certified (WBENC): 2005127431

Minority Owned Certified (NMSDC): DL24649

HUB Certified: 494489

NAICS Codes: 561920, 541430, 541611, 541613, 561210, 561320, 561990, 611430

General & Professional Insured

Professional Affiliations



Contact

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Managing Partners

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Types of Events

- Award Ceremonies
- Business & Staff Retreats
- Cocktail Receptions
- Concerts
- Fundraising Events
- Galas
- Grand Openings
- Meetings & Conferences
- Outdoor Festival/Fairs
- Product Launch Parties
- Sporting Events
- Tradeshows
- Workshops



FM **Flawless Moments**
event design



Core Competencies

CONSULTATION

- Project Consultation
- Event Consultation
- Creative Brainstorming
- Program Consultation



EVENT OPERATIONS

- Budget Management
- Event Planning
- Event Staffing
- Onsite Management
- Registration Management
- Vendor Procurement



EVENT PRODUCTION

- Audio Visual
- Décor and Props
- Staging and Production
- Theme Development
- Video Production



MARKETING DEVELOPMENT

- Collateral Material Design
- Event Marketing
- Graphic Design & Print
- Multi-media Development
- Social Media Integration
- Website Development

VENDOR SUPPORT

- Catering
- Entertainment and Speakers
- Photography and Video
- Promotional Products
- Transportation



SITE SELECTION

- Banquet Halls
- Clubs/Restaurants
- Conference Halls
- Hotels
- Outdoor/Park Space

POST ANALYSIS

- Feedback/Testimonials
- Gains/Returns
- Performance Review



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