

As the strategic partner in the successful production of a wide variety of events for businesses and organizations, MPS has gained a reputation for producing the “best in the industry”.

Since 1987, MPS has provided comprehensive project management and consulting services to corporate, retail, academic, and non-profit organizations. Our team has years of experience in the meetings management industry, including:

- Dedicated program managers
- Hotel and resort site inspections
- Contract negotiation and fulfillment management
- Budget development and management
- Trade show development and production
- Group travel and transportation
- Hotel and convention management
- Banquet and catering management
- Guest speakers, book signing events
- On-site management and staffing

**MPS is behind
successful
corporate events.**

We coordinate, organize,
manage, oversee logistics,
and communicate details.

**Meeting Planning Services, Inc.
8 Main Street
Hingham, MA 02043**

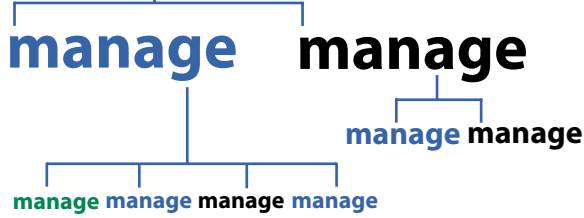
Visit our web site at
www.meetingsfirst.com
info@meetingsfirst.com
(781) 741-9966
Fax: (781) 741-9977



**“OUTSOURCED
MEETING
SOLUTIONS”**

Visit our web site at
www.meetingsfirst.com
info@meetingsfirst.com
(781) 741-9966
Fax: (781) 741-9977

manage...



- Project timelines
- On-line registration and customized on-line forms
- Attendee databases for comprehensive planning
- Hotel room blocks and reservation lists
- Progress reports

You decide.
We tailor our services to your requirements, as much — or as little — as you want.

Every company and event is different. MPS will focus on what you need done. Whether you require a one-time consultation, or need someone to plan your entire event, you can count on MPS.

We are experts at creating timelines, negotiating contracts, and handling single time-intensive tasks like arranging air and ground transportation and support for on-site registration.

or|gan|ize

Getting started with Meeting Planning Services, Inc.

Contact us for a free initial consultation for your event.

We will work with you to determine the best course of action, where our services fit in most effectively and how our pricing structure can save you money.

communicate cross this dot x here! details

We are experts at listening.

We have built our reputation by understanding what organizations want from their meetings and trade shows — and by communicating the details to each of the partners who need to work together to create a successful event.

With MPS taking care of the details, you can focus on your core business.

Corporate Events, Meetings & Trade Shows

Planning an event isn't magic.

It takes time, experience and the ability to keep dozens, or sometimes hundreds, of elements in balance.

coordinate

When your image is on the line, consulting an expert is a good idea.

With over 50 years' combined experience in hotel, travel, food service, and conference planning, MPS is ready to coordinate every aspect of your event.