



EVENT SUPPORT *Checklist*

At CFS, we know there is no such thing as a 'small' event. We understand there are many contributing factors that need to be addressed and every detail is just as important as the last.

To keep you on track and on time – we've put together a helpful checklist for your next event:

- Design** – do event materials need a new design? Does existing collateral have an old date, or previous sponsor listed and are in need of updates?
- Collateral** – are all signs, banners, apparel and other promotional items up-to-date, and ordered?
- Packaging** – are all materials packed properly and clearly labeled for ease in offloading & event set-up?
- Logistics** – is transportation scheduled to allow for traffic, weather or other unforeseen circumstances?
- Delivery** – are drivers aware of all event delivery requirements?
- Staging Set-up** – are resources familiar with the event site? Aware of where/how to set-up and stage event materials?
- Breakdown** – do you have enough help to breakdown your event in time?
- Returns** – have the proper arrangements been made to collect and return post event materials?
- Dedicated Resource** – do you have a dedicated resource to clean, sort, inventory and store all materials?
- Follow-up** – is a plan in place to follow up with attendees and leads?



Let us be your partner. You will have a dedicated Client Solutions Executive to assist with all of your needs and eliminate the hassle of working with multiple vendors. We offer a one-stop solution, and we subscribe to the belief that your success is our success!

Call 800.466.9880 or scan the QR code to contact us about helping with your next event!

 Marketing

 Direct Mail

 Fulfillment

 Print Management

 Event Support

 Signage



client *focused* solutions

We help companies and organizations implement their business and marketing strategies from thought to delivery

Call 800.466.9880 to get started!

Our Core Values

- Wow the Client Every Time
- Listen to Understand
- Be Problem Solvers
- Embrace Change
- Be Positive and Respectful



Marketing

Strategic • Integrated • Multi-Channel

We take pride in helping businesses and organizations adapt their strategies to the evolving marketing landscape and can help you market anything from events to direct mail campaigns.



Fulfillment

Secure • Reliable • Organized

Our goal is to exceed our clients' expectations by providing cost effective storage, logistics and distribution solutions. We strive to provide you seamless fulfillment support.



Event Support

Storage & Delivery • Signage • Collateral

Event planning can be time consuming, and we understand that. That's why our team of event support specialists will work closely with you to ensure that your events are a success.



Direct Mail

Design • Personalization • Postage & Mailing

We can handle all your direct mail projects from design to distribution and have experience with postal regulations for maximum discounts. We can help find you the most cost-effective solution for your mailing project.



Print Management

Full Color • Wide Format • Print-on-Demand

We have a complete digital print and copy center and have the experience to provide you with the highest quality on all your printed material. We provide an effective, streamlined process with a fully automated and customized print management service which helps measure and control your printing costs.



Signage

Signs • Banners • Tradeshow Displays

We believe that signage, when properly integrated into a company's messaging mix, can dramatically improve the effectiveness of its marketing and sales programs.

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