

## EVENT MANAGEMENT

One of the most time consuming and stressful tasks facing organisations in the co-operative movement and third sector is arranging events, be it a half-day training seminar, an Annual General Meeting or a weekend or longer conference.



Co-operative Admin Solutions CIC can relieve that stress and free up your time by organising your event for you.

We can hire the venue, distribute invites, handle bookings, book speakers, arrange catering and everything else that comes with ensuring the smooth running of an event.



We can also be on-site throughout your event to guarantee that smooth running continues throughout.

Co-operative Admin Solutions CIC  
is a part of

the community **empowerment** group

