



ANNUAL LEADERSHIP MEETING

It's never too late to plan a meeting! The pressure of a ticking clock is no match for our team's experience & creativity abilities.

AT A GLANCE



Only Four Weeks
to Plan & Execute



30+ Speakers



Advanced AV
Components



"When time isn't on your side, experience and creativity are necessary to get the job done right. Our team set to work right away and executed on a level that exceeded expectations. They rose to the challenge, exhibiting an impressive blend of composure and endurance."

REBECCA LOEB

President and COO
Coterie Spark

THE PROJECT

Coterie Spark was hired to produce an annual meeting for a distribution company only four weeks before doors opened.

To ensure the Coterie Spark team was fully up-to-speed, we quickly visited the venue Chockley Stadium, home of the Texas Rangers baseball team. After, we began meeting with several parties involved in the planning efforts. These parties included C-Suite executives, planners, and a consultant group that was helping transform the distribution company's culture.

Once we had a good lay of the land, the real work began...organizing all of the client's technical and meeting flow details. Additionally, Coterie Spark coordinated schedules for and collected materials from over 30 speakers, and managed the audio-visual, venue logistics, and rehearsals once on-site.

In addition to collecting and organizing materials from each speaker, we had to keep up with changes made to their presentations in the days leading up to (and during) the program.

Lastly, we managed committee-developed videos and skits that were produced to get the crowd energized and bring some fun into the seriousness of the changes coming to the distribution company.

This project's complexity and last-minute nature required many late nights and in-depth conversations to ensure the best results.