

*Success  
is always on  
the agenda*



We have one goal at Kathryn Collins & Co. – to help you achieve your business objectives through the delivery of exceptional meeting and event services. We offer unmatched quality and value for groups of ten to two thousand. With Kathryn Collins & Co., you can focus your efforts on the content of the meeting, leaving the management of details to us.

## OUR PASSION IS YOUR MEETING

At Kathryn Collins and Co., we know you expect uncompromising service. With our decades of experience in the meetings industry, we have built a solid reputation for orchestrating exceptional meetings and events. Put Kathryn Collins and Co. to work for you and see just how great your meeting can be.

KATHRYN COLLINS & CO.

P.O. BOX 150348

NASHVILLE, TN 37215

TEL: 615-661-0059

FAX: 615-661-9897

WWW.KCOLLINS.CO.COM

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MEETING AND EVENT MANAGEMENT



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## TAKE YOUR MEETINGS TO A NEW LEVEL

Kathryn Collins & Co. partners with you every step of the way from concept through completion of your event. We orchestrate the countless details, freeing your team to focus on business priorities. Our best-in-class service will achieve your goals and exceed your expectations.



## OUR MEETING MANAGEMENT SERVICES

- *Site selection*
- *Registration*
- *Communications*
- *Database management*
- *Event logistics*
- *Menu planning*
- *Air and ground transportation*
- *Supplier selection and management*
- *Décor and entertainment*
- *On-site management*

## SPECIAL EVENTS

Distinctive venues. Exceptional dining. Impeccable service. Each and every detail is planned with precision. Unique invitations. Imaginative décor. Amazing entertainment. Kathryn Collins & Co. weaves the elements of the event together to create a lasting impression on your guests and the perfect reflection of your organization.



## PUT OUR EXPERTISE TO WORK

We search out venues that motivate and inspire. Our team of seasoned meeting professionals has the negotiating expertise to help you obtain better rates and special discounts from hotels and meeting suppliers. We prepare financial estimates and operational timelines to ensure that costs are controlled and deadlines met. We use our extensive food and beverage knowledge to help you select great menus at the best price. And our imagination and creativity add a “wow” factor to your meeting but not to your budget.

## SITE SELECTION

Let Kathryn Collins & Co. find the conference venue perfectly suited for your next event. Having us do the legwork saves you time and trouble and we use our expertise and industry relationships to obtain the best overall value for you. We do the research, negotiate rates, dates and space, and provide you with a comprehensive analysis of the options. Once you select the venue, Kathryn Collins & Co. negotiates the hotel contract for you. We provide all of these services *at no cost to you* because we’re compensated by the hotel that receives your business.

## INCENTIVE TRAVEL PROGRAMS

More and more companies use incentive travel programs to motivate and reward their top employees, customers and vendors. These recognition events are one of our specialties and our creative planning and personalized service help maximize the return on your investment. From finding just the right venue to designing a promotional campaign that engages your target audience, to arranging activities your guests could never experience on their own, Kathryn Collins & Co. does it all!