

“You are our main priority”

A warm welcome from Not Just Events where your events really matters a lot. With an experience of more than a decade, we can assure you of expert service with a management that would be professional and friendly. Our unique feature is assessing our client’s needs and vision without taking much time and converting it to reality. We believe in long-term relationship that can be established through expert professional service.

“Darren’s front house skills were exceptional and his attentions to minute details were amazingly organized. The way he managed my birthday celebrations and events in more than 75% of my stores was really worth appreciation. We wanted some one more than an event manager, a person who could understand our point of view and work accordingly did. We just got what we wanted in form of ‘Not Just Events’ Karen Millen – Karen Millen

“Since the day they managed my Birthday party I don’t like to prefer any one else, such is the expertise of their service” - Rick – sportall.co.uk

Our expert service and immense experience has resulted in a long list of satisfied clients. Their words speak for our quality service, as you noticed mentioned above.

Wedding to Birthdays: We do it all

We cater to public as well as private events or parties. It does not matter whether the numbers of guests are 1 or 1000. We are just a call away from you. We understand the values of events and special occasions in your life and help in making these once in a lifetime affair a grand success for you in every possible way. As we, all know planning an event is a very lengthy process but we assure you that from the point your call ends our planning starts. We assure you that the event will go as per your planning, suggestions, and thus leaving you stress free. All you have to do is enjoy the day and let us work our magic.

Be it a birthday party or a wedding event, feel free to discuss everything with us from ceremonies to parties and give us a chance to show our true calibre to you. We assure you of creating the best event you might have noticed. Contact us and we will make you proud.

[Corporate Events](#)

Corporate events are a lot different from casual events. Corporate events are required to be handled in a more professional way with a touch of formal expertise, with our extensive experience and expertise you are guaranteed of receiving the same from us. We listen to your each point to assess your needs and try to engage that in our work, making your event a much-talked affair in town. You can be assured that the event will be managed professionally in all departments. Right from lightings to decorations and catering service, we will never provide you an opportunity to doubt our expertise and you are much relaxed and relieved. To begin with, all you have to do is give us a call.

Our expert services have been categorized into two for your deep understanding:

Event management service

We will work with you to understand the main objective of the event and the suggestions that you have in mind. After a brief discussion and meeting, we will provide you options and guidance to assist you in designing an appropriate event for you. We are sure the suggested or the agreed design of the event will comprise of all your point of views and suggestions in it and above all, we will try to keep the event within your preferred budget.

You can count on us for managing your event in every stage from the beginning to the finish. We will provide you with several options in venue and suppliers, so that you can select as per your convenience and we ensure that you get the best within your budget by assisting you in negotiating with the supplier in getting the best deals.

The main advantage of one on one discussion is that it helps us in estimating your requirement and we design an event that suits you the most. For your convenience, we make sure that throughout the event you do not have any problem and enjoy complete peace of mind.

Event consultation service

With the help of our experience in event management industry, we can assist you in deciding on the key points that have to be taken care of while designing an event. With our consultation service you can finalize on the best event design, theme and focus on other aspects such as entertainment and refreshments. We can ensure that you will be satisfied with the result obtained from our consultation services and accurate planning.

It does not matter whether you need consultation for a single section or a complete event. we are there to assist you.

Confused from where to begin?

There are certain situations where in you know that you want an event on a particular date, but are still in a deep confusion in deciding on what to start. All you need to do is call us and relax. No matter if it is a price distribution event or a party for your loved one, we are just a call away from making it happen for you. With our experience, we can bring your imagination to reality by studying the purpose of the event and culture of your firm, invitees. After a brief discussion, we can present you with a basic outlook of the possible event and make changes accordingly.

A King size event or an economical get together all is up to your wish

From organizing a massive celebration to a small family gathering, from distributing invitations to making entertainment arrangements we are at your service.

Some of the few events and services that we can assist you with are:

- Restaurant opening
- Store opening
- Product launch
- Corporate meetings
- Themed events
- Parties
- Christmas parties
- Campaigns
- Graphic design
- Exhibition stands
- Incentive travel

Other expert services:

We believe in creating a link between the brand and clients, through our events to eliminate the artificial approach and bring in a natural feeling of celebration. You can trust our creativity and innovation of our approach in work. We design events in such a way that the creativity helps in:

- Creating a positive atmosphere
- Changing scenario of people's thinking
- Developing long term relationship
- Improving brand image
- Achievement of goals

Fees

Consultation services

Wedding consultation service £450

Event consultation service £450

Full event management services

Fees vary according to the needs of our clients. After establishing the exact requirements we will agree a suitable fee structure for your event management.

Fees are usually set as:

- - an agreed flat fee
- - an hourly or daily rate
- - a percentage of overall event budget
- - a combination of the above

The agreed figure will be dependent on the complexity of the event management.

All reasonable expenses incurred by Not Just Events will be billed to the client at cost.

Not Just principles

Not Just Events will always try and secure discounts for their clients. Any discount secured will always be passed directly on to our clients.

Not Just Events do not receive commission from any of their suppliers.

What is event planning?

Event planning can be considered as a glamorous version of marketing and advertisement. It is a thrilling profession, which has a lot to offer in terms of professions well as a career but requires much dedication and hard work as one may be required to work round the clock.

Event planning is a lengthy procedure of planning as well as organizing special events that may be public or private. These events may include festivals, ceremonies, and parties. It takes many procedures to make event a grand success like estimating the budget, deciding upon a suitable venue, acquiring permits and making special arrangements for parking for guests. Some exclusive events also include planning themes, arrangement of soundings and proper security. Moreover, some important arrangement such as fire extinguishers, doctors, after event cleaning should also be considered equally important.

Steps involved

Planning an event can be quite lengthy and tiring if not done in an organized manner. The first step involves finding out the purpose of the event, which may be for wedding, festival or a birthday. After deciding on the purpose, the planner needs to make arrangements accordingly like in case of birthdays you need speakers for entertainment of guests, decide upon a suitable location depending upon the number of guests. Selecting an appropriate location is one of the most difficult tasks. Usually events are organized at hotels, reception halls depending on the type of event. After finalizing the location in consultation with the clients, proper arrangements are made in the location concerning entertainment and decoration. An event planner needs to divide

his/her time as per the arrangements that needs to be done in continuous consultation with the clients. These steps if done properly make events a success

Career in Event Planning

A career in event planning is comparatively new and challenging. Along with proper education, one needs to undergo live training in order to become expert at handling pressure and work at the same time. Now days one can find numerous institutes and accredited colleges offering certification courses in event planning and management. One needs to have a good communication and organization skills to develop him into a good event planner. An event planner is denoted by different names in different fields: event coordinator, convention planner, meeting manager and conference coordinator.

In order to be a successful event planner, one needs to be energetic and should be able to perform in stressful situations. Planners spend most of the time working in offices but there are times when discussions are held at the venue. An event manager should be ready to work at irregular working hours and even on weekends, that is when most of the weekends takes place.

In many ways the job of an event manager is considered to be similar to advertising and marketing, the reason is he has to consider event as a product. As a product has to be promoted, similarly the event manager makes new strategies to promote events among public. The most essential part of event planning is customer satisfaction. The customer should leave an event with a satisfying experience, so that they can seek your services again which helps in improving the business. Event planning is a field which has a lot to offer in terms of excitement and glamour but in return you have to put in a lot of hard work and dedication.

Sources of Information

Event managing professional needs to stay updated on the latest trends and styles prevailing in the market. There are certain commercial and business publications that publish materials that prove to quite helpful for the event professionals. The availability of the material totally depends on the publication house, as some follow very controlled circulation of materials.

How to plan a Special Event?

An event hold a special place in a persons life as it is a once in a lifetime affair such as marriage or a grand opening ceremony. Every event has a specific purpose, which holds the foundation on which a particular event is planned. Here are few important steps that can help while planning an event:

Preparing a Strategy

- One should before starting the preparations assess the importance of the purpose for which the event was organized, if it is important enough to dedicate time and expenses

- Make sure that the library staff is in support for the event and accordingly form a committee of working board members
- Target special groups that may prove to be profitable for you like political leaders, stakeholders
- Special events require a lot of planning, one should start at least 4-5 months in advance
- Find out ways by which you can evaluate the success of an event, such as guest attendance, money raised
- Take suggestions from librarians who have organized similar events

Make a checklist

It is advisable to make a proper list if possible before proceeding with the event. The benefit of this is that one can keep a track of things that have been completed and that have to be done

Creation of a budget

Prepare a proper budget that depicts the expenses as well as the earning opportunities within the events. A proper budget depicts the true margin of profit made, which is the most important part of organizing an event.

Consider other expenses also

Within a special event there are other activities also which needs to be included while planning. These expenses include the size of the place that needs to be decorated, tables and chairs to be set up, parking space for vehicles of special guests. These expenses may seem small but play a large role while preparing the budget.

Promoting the Event

While promoting or publicizing a special event a balance should be maintained between innovation and practical world. The main objective is to promote the event among public and the secondary objectives to be kept in mind are:

- The motive/aim of the event- are we trying to entertain or educate
- The main aim is of increasing the awareness about the event or the popularity.
- Promoting good public relations

Evaluating the worth of Event

After all the hard, work and planning in the end its time to calculate whether the event organized was worth the hard work. The best means of evaluation is based on criteria such as:

- Was the objective behind the organization of the event fulfilled
- Identify the source which proved to be profitable and which was lagging behind
- If there were any items missing on the checklists
- Were the guests well attended
- Was the public feedback positive or not
- Was the hard work done on staging worth

Finally, after evaluating all the important information it is important to motivate the employees by thanking and congratulating them on the success and work.

Not Just Events- wedding gift services

Enjoy choosing from this unique wedding list with over 2,000 luxury gifts for you and your home.

Choose pure Belgium linen bedding, personalised bathrobes, thick luxury organic hammam bathroom towels, Missoni china, French cookware, Italian candelabra and gorgeous cutlery to name just a few beautiful gifts.

> The Happy Couple

We have made it easy to manage your wedding list entirely online and if you have any questions, whether it is about managing your easy to use gift list, or with extra information about any of the gifts, we're always here to help.

> Add items to your list

Add gifts to your existing wedding list, remove items or change the quantities required.

> Guests: Friends & Family

Enjoy our easy to use wedding list service, happy in the knowledge that your gift will be warmly received. And you can always phone us for advice or to find out more about a particular gift.

Delivery of wedding gifts

Most wedding items are despatched next day. Embroidered gifts take up to 10 days and some special order may take longer. The depatch times are shown on the wedding list page and any items that may not arrive in time for the wedding are highlighted in red. We will always despatch your gift at the earliest possible date for your piece of mind.

Contact Us

Add an expert touch to your once in a lifetime occasions because we know what they mean in your life. We have well trained staff that can cater as per your needs and make you at ease during the event. We believe in building long-term relations through hard work, so allow us to assist you by contacting us at: