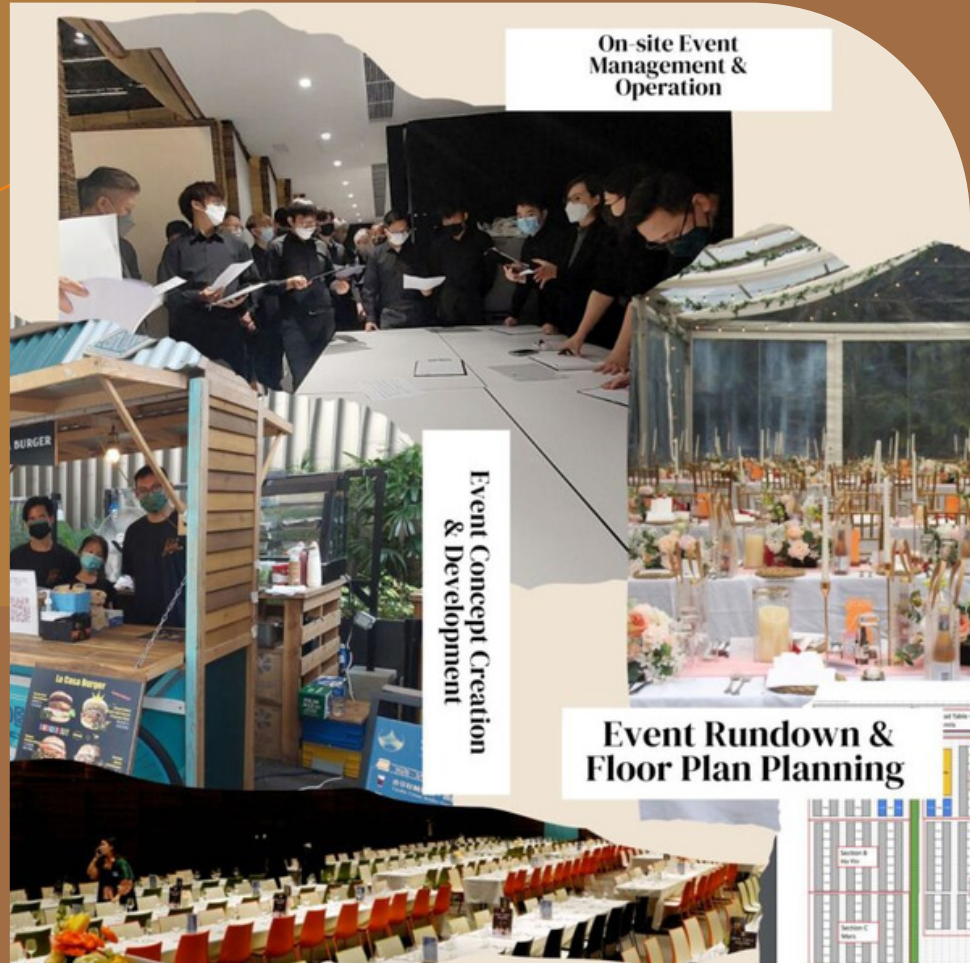




Your Events, let ME take CARE! We are MEERKATS.

Meerkat Event Planning





ABOUT US

Based in Hong Kong, our one-stop event management company provides a wide range of both corporate and private event services. As Event Management specialists, we provide bespoke solutions which meet clients objectives. Whether our clients require an annual dinner, conference, exhibition, company fun day, team building, birthday party, or wedding ceremony, we create and deliver projects of all shapes and sizes that are designed to engage their audience through live experiences.

Meerkat Event Planning是位於香港 的項目策劃公司，為企業及個人客戶提供一站式的活動策略服務。作為項目策劃專家，我們提供一站式的活動策劃方案。無論是年度晚宴、大小型會議、展覽、公司活動日、團隊建設、生日派對甚至是婚禮儀式，只要交到我們手上，我們都會竭盡所能為客戶服務，旨在讓賓客得到最佳體驗。





Our Services

- Event Planning Service
活動策劃服務
- Event Venue
活動場地租借
- Public Relations
公共關係及宣傳
- Food & Beverage Service
餐飲服務
- Catering Equipment Rental
到會用品租借
- Staffing (waiter/event assistant)
接待人員

Event Planning Service 活動策劃服務

- Event Concept Creation & Development
構思活動的概念及整體方向
- Event Rundown & Floor Plan Planning
項目流程及場地平面圖規劃
- Event Talent (Speaker, Performers, Emcee, Celebrity, Artist Performance Coordination) Liaison & Coordination
活動人才（演講者、表演者、司儀、名人及藝人）的聯絡及協調
- On-site Event Management & Operation
現場活動管理與執行
- Photography & Videography
拍攝及視像
- Event Logistic Arrangement (Transportation)
活動物流的安排(運輸)



We work with all sizes and types of businesses to manage conferences, opening ceremonies, product launch events, staff parties, and other corporate events.

我們的服務業範圍從管理會議、開幕典禮、產品發布會、員工聚會至企業活動均有，無論閣下的公司規模及類型如何，都能照顧到。





Event Venue

No matter whether you want to host a wedding, meeting, seminar, conference, reception, dinner, or party, we can find the best and most convenient venue for your event. Simply tell us your requirements and we'll do the rest.

- Site Visit
現場考察
- Venue Decoration
場地佈置
- Audio & Visual Support
音頻和視頻支援
- Lighting Production
燈光製作

活動場地租借

無論您想舉辦婚禮、會議、研討會、大型會議、招待會、晚宴或派對，我們都能為您找到最適合和最方便的場地。只需告訴我們您的要求，我們便會為您安排一切。





Public Relations & Marketing 公共關係及宣傳

- Press Release Write up
新聞稿寫作
- Media Buy
媒體購買
- Media Pitching & Coverage
媒體宣傳與報導
- Media Interview
媒體採訪
- KOL / MI (Micro Influencer) invitation
邀請KOL / MI (微型影響者)



We know it is important helping our clients to communicate effectively with their key audiences in order to achieve success.

我們知道幫助客戶與目標受眾有效地溝通，是非常重要的。



◆ Food & Beverage Service / Catering

We have a 5,000-square-foot licensed central kitchen for supporting full catering service and drop-off delivery to our clients. We are specializing in corporate events, corporate meal box service, cocktail receptions, grand openings, art exhibitions, and wedding parties.

- Corporate Catering
企業到會
- Wedding Catering
婚宴到會
- Private Party Catering
私人派對到會
- Packed Meal
商務餐盒
- Gourmet Gift Box / Canapes Box
小食禮盒

餐飲服務 / 到會

我們擁有一個佔地5,000平方呎的持牌中央廚房，為客戶提供全面的餐飲服務和食物速遞服務。我們專門從事企業活動、企業餐盒服務、雞尾酒招待會、開幕禮、藝術展覽和婚禮派對等方面的服務。



✦ Catering Equipment Rental / Utensil Rental 到會用品租借

- Tables
枱椅租借
- China & Dishware
餐具租借
- Glassware
玻璃器皿租借
- Serving Pieces
餐飾用品租借
- Chafing Dishes / Heat Lamps
熱爐/熱燈租借
- Display / Stands
食物展示架租借
- Decorations
飾品租借



We provide a wide range of catering equipment rentals including buffet tables, food & drink display items to serving dishes, glassware & more.

我們提供各式餐飲用具租賃，包括自助餐桌、食品及飲品展示用品、餐具、玻璃器皿等。



Staffing (waiter/event assistant)

We offer waiters and bartenders services for all of your special occasions. Finding professional service staff has never been easier. Our team masterly applies our many years of experience in the event industry allowing you to know your parties are in good hands.

- Food Station Set up
- 設置食物工作枱
- Food Serving
- 餐點招待
- Drink Station Set up
- 設置飲品工作枱
- Drink Serving
- 餐飲招待
- Cleaning up of Food & Drink Stations
- 清理食物及飲品工作枱

接待人員 (侍應 / 活動助理)

我們提供侍應生及調酒師服務，為各種特別場合提供支援。讓你發現要尋找專業的服務人員原來是如此輕鬆容易的。我們的團有着多年在宴會及活動行業的經驗，讓您知道您的派對可得到妥善照顧。



How to make an event happen?

Meerkat如何確保一個活動順利進行?



Meerkat works closely with its clients to deliver high-quality and memorable events. This involves a step-by-step process.

Meerkat與客戶緊密合作，一步一步實踏高質量且讓人印象深刻的優質活動。

1 Client's Enquiry 客戶查詢

Our clients contact us (Meerkat) to request event services. Clients may have a specific event in mind or may require guidance from the event company to plan their event. 客戶聯繫我們 (Meerkat)，查詢需要的活動服務。部分客戶可能已經有特定的想法及構思，另一部分的客戶或需要活動公司的指導來規劃相關活動。

2 Planning the event 策略活動計劃

Develop and present a proposal to the client that outlines our services, fees, timeline, and any other relevant details. Review and revise the proposal based on feedback from the client, and once it has been approved, finalize the agreement by creating a detailed contract that includes the terms of our services, payment schedule, and any other important details.

編寫並提交計劃，向客戶說明我們的服務內容、費用、時間表和其他相關細節。根據客戶的反饋進行審查和修改計劃，一旦計劃獲得批准，通過創建詳細的合同來最終確定協議，其中包括我的服務條款、付款時間表和其他重要細節。



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3 Coordinate and Execute 執行計劃

With the agreement in place, Meerkat begins planning the event in earnest. This will include tasks such as contacting the venue, coordinating vendors, and developing a detailed timeline for the event. Keep the client informed throughout the planning process to ensure that their needs and expectations are being met.

一旦協議簽訂，Meerkat將開展策劃活動。這將包括聯絡場地、協調供應商和制定活動的詳細時間表等任務。在策劃過程中，請讓客戶隨時了解情況，以確保滿足他們的需求和期望。

4 Ensure the event goes smooth 確保活動順利

We (Meerkat) and its partners will execute all the details on the event day. Ensure that every party is responsible for delivering their services, such as venue setup, catering, or event production. Meerkat will oversee the event's rundown and ensure that everything runs smoothly.

Meerkat的各單位及合作夥伴將在活動當天執行所有細節。確保每個組織都負責提供其服務，例如場地設置、餐飲或活動制作。Meerkat將監督活動的流程並確保一切順利進行。





Why Us

One-stop service 一站式服務

By offering a comprehensive range of event planning services, from venue selection and catering to entertainment and decor, clients can rely on our company to handle all aspects of their event.

通過提供全面活動策劃服務，從場地選擇和餐飲到娛樂和裝飾，客戶可以全面依靠我們來處理活動的各個方面。

Attention to detail 注重細節

Offering a comprehensive range of event planning services, from venue selection and catering to entertainment and decor, clients can rely on your company to handle all aspects of their event.

Meerkat在活動策劃的每個方面都以細緻入微和全面聞名，確保活動的每個細節都可完美無缺地執行。

Personalized approach 個性化服務

We take the time to understand each client's unique needs and preferences, and tailors its services accordingly. This personalized approach ensures that each event is truly unique and reflects the client's vision and style.

Meerkat會用心了解每個客戶的獨特需求和偏好，並相應地調整其服務。這種個性化的方法確保每個活動都是獨一無二的，並實踐客戶的願景和風格。

www.meerkatevent.com 



THANK YOU

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