



CHECK MME IN

Presentation of Services

A Division of MM Event Group

Who We Are & What We Do

At **MM Event Group (MME)**, our team has a shared philosophy that combines a passion for events, professionalism and creativity. Clients are treated to the very best experience in each facet of event management, complete with a personable and engaging approach.

With over twenty-five years' experience in the special events industry, Marilyn has planned and executed some of New York City's highest profile live events. In 2011, Marilyn launched MME, which has since become a highly sought-after firm that individually tailors events to each client. Marilyn's strong work ethic, hands-on management of each project, and "grace under pressure" demeanor has earned her a prominent place in the industry.

In 2021, Marilyn launched a new division of the company to better suit some of our clients' needs who were only interested in check in support at their events. **Check MME In** offers this core part of our business as a stand-alone option for those clients who want their staff to serve as ambassadors at their events, rather than being stuck behind a check in table.



Marilyn Moss
President



Lisa Adler
Account Executive



Taylor Bradnock
Account Executive



Lauren Cooper
Account Executive



Kelley Moore
Account Executive



Allison Querro
Account Executive



Pam Sibble
Office Manager



What We Can Do For You

Day Of Event Support & Check In

The event planners' planner. MME offers a comprehensive range of services designed to support and enhance your fundraising galas, conferences and corporate events. Our goal is to make your event planning process as stress-free as possible, so you can focus on what really matters - creating a successful event. Our commitment to excellence is evident in the following key areas:

Day-of Staffing

- **Project Leader:** A dedicated account executive will be assigned to your event, responsible for coordinating vendor load-in and overseeing room and seating arrangements. This ensures that every aspect of your event setup is meticulously managed for a seamless execution, allowing you to focus on other responsibilities.

Technology Integration

- **Hardware and Software:** MME leverages hardware and software solutions to provide a streamlined and modern guest experience. This includes features such as speed printing for name badges and mobile scanning technology for enhanced security and convenience.

Guest Registration

- **Check-in Manager:** Our experienced supervisor takes charge of organizing guest lists and trains staff and volunteers to ensure a smooth and efficient check-in process. This individual is adept at handling the intricacies of guest arrivals, creating a positive and welcoming experience for attendees.
- **Check-In Staff:** Our trained staff members play a crucial role in providing flow control, greeting guests, distributing event materials and handling parting gifts for attendees. Their goal is to contribute to a warm experience for guests, from the moment they arrive until they depart.

Data Management

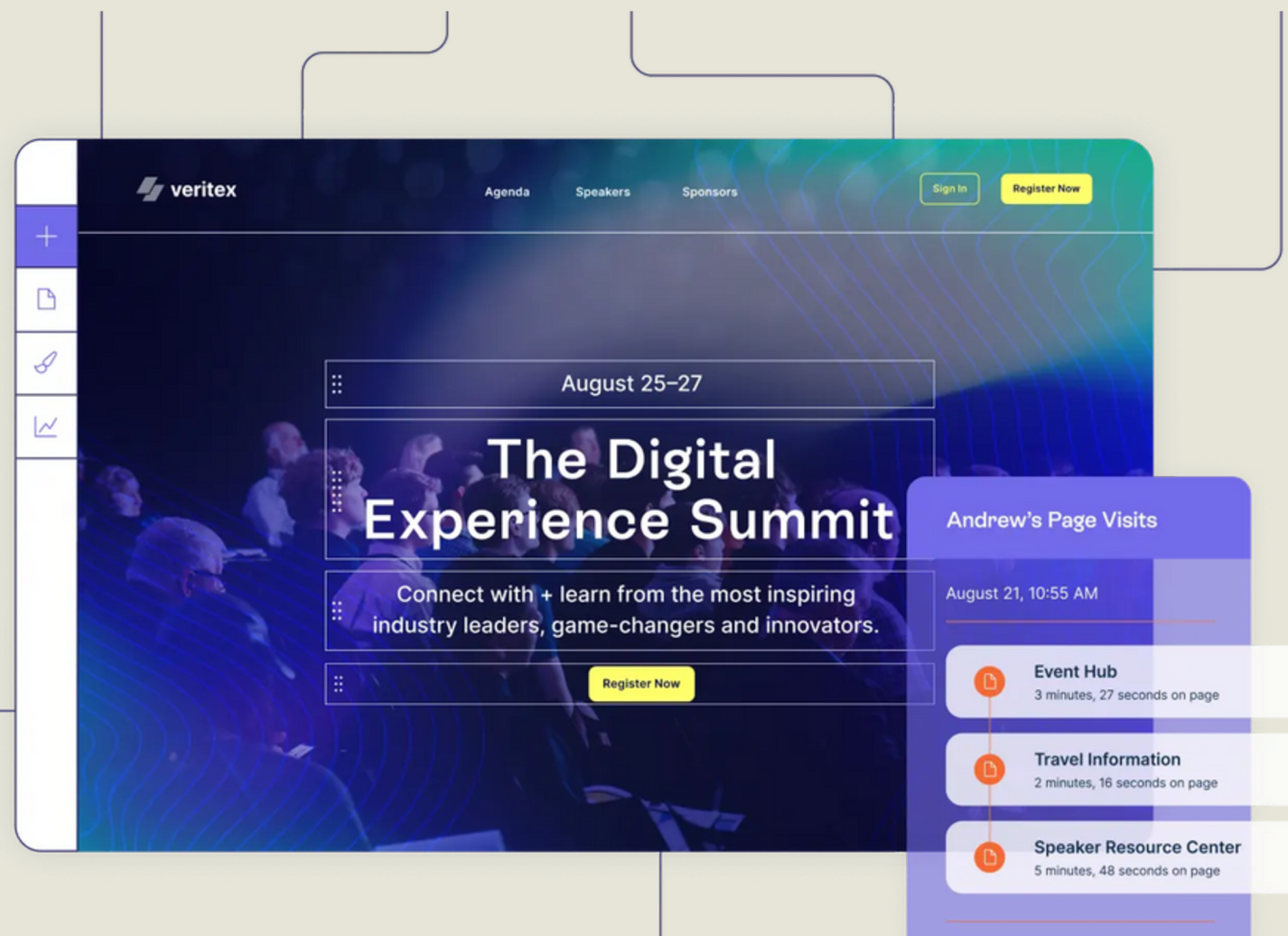
- **Post-Event Analytics:** Our commitment extends beyond the event itself. MME offers comprehensive reporting, providing detailed insights into all checked-in guests and their arrival times. This data is invaluable for assessing the success of the event, understanding attendee behavior, and informing future planning efforts.



What We Can Do For You

Software & Event Registration

MME uses Swoogo exclusively and maintains an annual contract with this software platform. The cost is distributed across our clients throughout the year, resulting in significant savings. Our contracts have the option to include the use of the software as well as the buildout and development of the site.

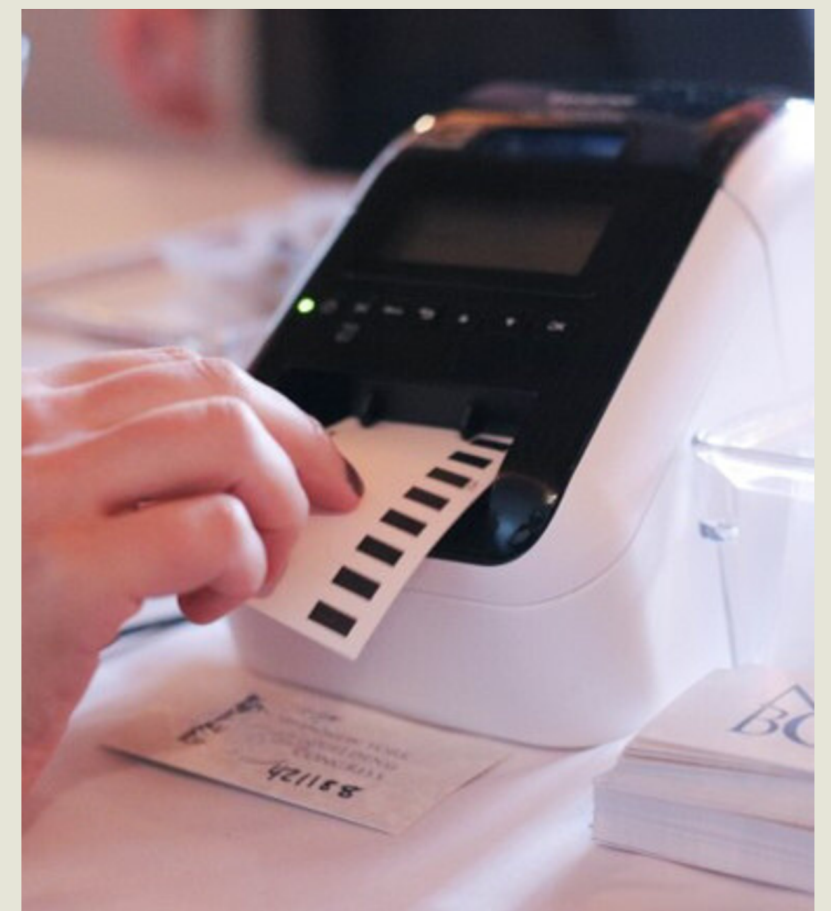


- **Flexible Registration:** Visually stunning and on-brand registration with unlimited customization options. Tailor paths, clone flows and integrate seamlessly with tech stacks.
- **Customized Reporting:** Generate diverse reports and share data with various teams.
- **Seamless Payments:** With flexibility and multiple integrations without extra fees.
- **Logistics:** Tools for badges, check-in, mobile experiences and more.
- **Attendee Tracking:** Manage and gain insights into attendee interactions.
- **Efficient Call for Speakers:** Simplify submissions, reviews and speaker placements.
- **Comprehensive Event Marketing:** For effective communications and customizable branding.
- **Robust Data Security:** Prioritize data security, compliance and transparent practices.
- **Data Management:** Streamline collection from various sources for strategic event planning.
- **Attendee Intelligence:** Utilize real-time analytics and CRM integration for insightful reports.
- **Integrations:** Connect with critical business solutions for the best tech stack.
- **Enhanced Mobile Experience:** Provide convenient on-the-go features for attendees.



What We Can Do For You

Software & Event Registration





Contact Information

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