

detailplanners capability statement

About Detail Planners

Detail Planners, LLC is a full service meeting and event management company committed to achieving program objectives through a full partnership. We are strategic in our long-term approach and are service-minded and budget-focused.

Our past performance success of implementing complex multi-component programs requiring high levels of confidentiality and extreme accuracy is measurable by our high rate of repeat and referral clients.

Detail Planners was founded in 2004 and is based in Tampa, FL.

TYPES OF EVENTS AND MEETINGS

- Meetings
- Virtual meetings & events
- Conferences & conventions
- Trade shows
- Workshops & training events
- System & process education
- Award ceremonies
- Networking events
- Staff retreats

Core Competencies

Our turnkey event management services include a wide range of planning and support areas:

Strategic Program Management

- Budgeting
- Project management
- Logistics planning & management

Venue Sourcing

- Site research & recommendation
- Contract negotiations

Registration Services

- Customized online registration
- Session / track registration
- Attendee communications
- Database management
- Comprehensive reporting

Speaker & VIP Services

- VIP management
- Schedule coordination
- Speaker management
- Personalized services



Virtual / Hybrid / Live Event Planning & Production

- Audio visual services
- Production services
- Show flow development
- Crew recruitment & management
- Content / slide management
- Virtual stage management
- Risk mitigation planning
- Presenter readiness coaching
- Concierge-level participant & attendee care



Graphic Design Services & Materials Production

- Signage
- Program booklets
- Program materials
- Meeting materials
- Name badges & welcome packets

Differentiators

- Single executive-level POC
- Industry-certified professionals
- 24/7 accessibility
- Client advocate
- Solutions-driven
- Strong cost containment
- Accountability & transparency
- Operational excellence
- Comprehensive ethics policy
- Risk identification, management & contingency planning
- Secure servers & strong data privacy / protection practices
- CME / CU past performance
- Extensive past performance in healthcare industry

Classification Codes & Certifications

NAICS

561920
512110
541430
541611
541613
541618
541890
541990
812990

PSC

R408
R499
R603
R699
R706

DUNS

82-982-2357

WBENC Certified

Certificate #2005111957
Expires 12/29/2021

CAGE

5H3Z3

WOSB Certified

Certificate #W120016
Expires 12/29/2021



Past performance information provided upon request.

Contact

Anita Jentzen, CMP, CMM
CEO
813.362.1430 (mobile)
anita.jentzen@detailplanners.com

Detail Planners, LLC
3822 West Cleveland Street
Tampa, FL 33609
www.detailplanners.com

Amanda Breiter, MSN, RN, CNL
VP, Client Services
813.482.1154 (mobile)
amanda.breiter@detailplanners.com