

# out of office

Facilitated Event Management

events



## Welcome to Out Of Office Events

**Out of Office Events is a global event management company based in the UK offering a one-stop-shop for team building events, conferences, corporate entertainment, exhibitions and roadshows.**

The team provides a range of audio-visual and staffing options to ensure your event goes with a bang. Our sector experience spans the oil, finance, pharmaceutical, banking, media, food, public sector, industrial and not-for-profit industries. This experience tells us that every event is different, and our professional team will ensure yours is one to remember – whatever the size or budget.

With over 25 years' experience in the hotel, conference centre and entertainment industries in the UK, Europe and North America, we strive to get the best value for your money whilst insisting on the highest level of customer service.

We take the stress factor out of your event by adhering to stringent health and safety legislation as well as to strict confidentiality agreements.

Here at Out of Office Events, we work with our clients as partners – ensuring your event is everything you would expect it to be, and more.

For an informal discussion about your event needs, please contact the Out of Office Events team today on (07734) 216222 or email [info@outofofficeevents.co.uk](mailto:info@outofofficeevents.co.uk).

m: 07734 216222 e: [info@outofofficeevents.co.uk](mailto:info@outofofficeevents.co.uk)  
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## About Us

**Out of Office Events was created in 2010, with a clear vision, "to provide totally facilitated event management solutions, meeting all the diverse requirements of our clients".**

Our team at Out of Office Events have a broad range of experience in the hotel, conference centre & entertainment industries, in the UK, Europe and North America. Having organised all types of events over the past 25 years, we understand what our clients look for when booking a venue, and through this knowledge help you decide which venue best suits your event's requirements.

We work with our clients as partners and strive to get the best value for their money, while insisting on the highest level of service. This will ensure your event is everything you would expect it to be, and more.

**Previous client sectors include:**

- Oil Industry
- Banking
- Public Sector
- Charity
- Finance
- Media
- Government
- Industrial
- Pharmaceutical
- Food
- Association



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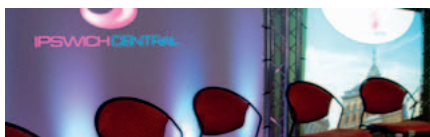
## Conferences

**From Day meetings to residential conferences ranging from 10 delegates to 500 + in the UK or overseas. We want you to be inspired with your conference. We can source the ideal venue for your conference, whether you are looking for a modern conference facility to a unique historic location. We specialise in venue selection and liaison.**

Our service consists of out of the box thinking with flexibility, attention to detail, passion, knowledge, professionalism, finishing with a pride of a good job done. No matter what budget you have, we will be able to find you the best location possible. Using us, to facilitate your conference to your specifications, will enable you to have the freedom to oversee the event itself, as well as keep an eye on the budget.

AV requirements we work with our partner AV company to ensure you get the most up to date AV/ IT systems at a competitive price.

AV equipment hire ranging from Delegate information LCD TV's, Web Cast Facilities, Video Conferencing, Front & Rear Projectors and a wide variety of microphones with sound systems.



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## Team Building

**It's all about team work. We understand that you may have a lot of different expectations when it comes to team building. Whether it is building a bridge, catapulting an egg, quad biking through a forest, to blind driving, we have the partner company to assist with all.**

Location - this is the most important aspect of your team building experience, we are knowledgeable in a variety of locations throughout the UK and will strive to obtain the best one for your requirements.

Team building can quite often be associated with conference and training requirements. A lot of the venues have top of the range conference facilities that would compliment your team activity day.

The team building companies that we use all have the required risk assessment paperwork for health and safety, as well as registered first aiders.

**The benefits of team building include:**

- Helping your employees work as a team
- Creating respect amongst the team
- Engendering loyalty
- Identifying new skills of your employees
- Helping your staff work with people at all levels
- Providing good old fashioned fun

We work with a professional outdoor and indoor team building company that has a reputation for unique as well as traditional team building activities. We understand that health and safety is a prime requisite when choosing an event location. We always ensure that venues have an appropriate health and safety policy in place and that all activities are suitably risk-assessed.

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## Exhibitions & Roadshows

**The definition of an exhibition is a collection of items organised and a display of a selection of items that are shown in a venue or location and sometimes do move around thus creating a travelling exhibition.**

We have the expertise in locating venues that have all of the space you would require for an exhibition or trade show, from a small table top exhibition to a Shell Scheme event we are able to assist with venue finding, Shell Scheme Planning and Building, Event Registration and all AV requirements with our AV partner.

For Roadshows we can also assist with the transportation logistics from location to location.

- Location Suggestions
- Community Hall
- Arena Venues
- Hotel Venues
- Outdoor Locations
- Unique Venues ie Museum, Universities, Football Stadiums & Historical Locations
- Parkland



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## Corporate & Entertainment Events

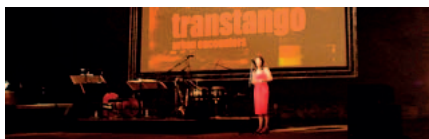
**When you book an event with out of office events you don't just book the space in a venue you book a team of professional services from the partnerships that we have brought together to create an event to remember.**

If you want to award your work force or entertain your clients we are able to assist. We have the knowledge to create something unique for your company that will be an occasion to remember. We work in partnership with James R Hearn Production together we can create a unique experience for any corporate or private event.

**We specialise in:**

- Award Ceremony
- Charity Events
- Incentive
- Away Days
- Family Fun Day
- BBQ
- Launching of a new product
- Quiz Night
- Murder Mystery
- Themed Musical Evenings
- West End Musical nights
- Casino Nights
- Race Nights
- Live Bands
- Comedy Nights
- Themed Events

We will locate the venue that suits your event requirements, Decoration, Catering, Sound, Lighting, Accommodation and even Invite and Menu Creation.



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## Health and Safety Policy

**Out Of Office Events are committed to ensuring that their operations do not adversely impact the health, safety and welfare of their employees, clients and the general public.**

Our commitment is demonstrated by our adherence to the following principles:

- We will comply with all relevant health and safety legislation
- We will apply risk assessment principles to all our operations and events
- We will engage with all clients and venues to ensure that they have suitable and sufficient health and safety management systems in place
- We will engage with employees regularly to review health, safety and welfare matters
- We encourage our employees to intervene if they feel that anyone may be at risk
- We expect our employees to be respectful to one another and all others

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## Environmental Policy

**Out Of Office Events are committed to ensuring that their operations do not adversely impact the environment.**

Our commitment is demonstrated by our adherence to the following principles:

- We will comply with all relevant environmental legislation
- We will apply appropriate risk assessment principles to all our operations and events
- We will engage with all clients, suppliers, associates and venues on environmental matters
- We will also engage with employees regularly to review environmental matters
- We encourage our employees to intervene if they feel that the environment may be at risk from our operations and events
- We expect our employees to be respectful towards the environment

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## Top 10 Tribute Shows

- **Paul Warren as Robbie Williams** The finest Robbie tribute artiste to hit the circuit. Paul recreates the stage presence and charisma that have made Robbie the huge star he is.
- **Simon Patrick as Elvis** Finalist on "BBC's The World's Greatest Elvis", Preliminary Winner of "The Ultimate Elvis Tribute Contest 2007" and winner of "The 2010 Elvis European Championships".
- **Billy West as Freddie Mercury** Billy West is now regarded as Europe's No. 1 Freddie Mercury Impersonator. Recreating the persona of Freddie with pinpoint accuracy, this electrifying tribute show is not to be missed!
- **Dolly James as Tina Turner** Dolly James has had an extensive career as a professional vocalist and now concentrates on her Tina Turner tribute show, a stunning and powerful portrayal of one of pop's biggest ever Divas.
- **Gregg Dorrell as Rod Stewart** Gregg Dorrell is perhaps the finest Rod Stewart tribute act in the country today. Enjoy the performance of a talented and highly entertaining performer.
- **Stayin Alive as The Bee Gees** The falsetto vocal match and authentic look of Joe Varga, Todd Sharman and Tony Mattina allow you to re-live those great memories of the 70's.
- **Danny Owen as Neil Diamond and Tom Jones** Danny pays tribute to Neil Diamond in his powerful one hour show with songs out of his amazing portfolio. IT'S NOT UNUSUAL to find dozens of Tom Jones Tribute artistes all over the world, but with Danny Owen you have a guy who was born just a few miles from the man himself.
- **Wayne Dilks as George Michael** As seen on TV's Stars in their Eyes (Feb. 2002) Wayne Dilks portrays Superstar George Michael in this outstanding tribute show.
- **Antony Edwards as Michael Jackson** Anthony Edwards is The Ultimate Tribute to Michael Jackson a show that celebrates the career of the world's greatest entertainer. He brings to life the sensational dancing and distinctive sound of Michael and the Jackson 5.
- **Kimberly Dayle as Lady Ga Ga** Kimberly Dayle is the internationally acclaimed #1 Lady Gaga Tribute Act. She has toured the world and gained worldwide recognition for her incredible tribute to the wild child of pop.

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