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Promotional Products

Energy, Health, Safety & Quality Programs

Organizational Events

Recognition

12 Month Program

Ideas • Words • Pictures can change the world.

Our clients see us as partners in their efforts to create visual communications that helps them promote successful initiatives.

[Home](#) / [Plan Your Event](#)

Plan your event / activity

If you reached this page because of a peers "event invitation", an event is waiting for you in your dashboard once you create an account, or if you simply landed on this event info page, please follow the instructions.

Use our simple wish list and event/activity planning guide program for planning your events and storing each of your events/activities and wish lists.

WHY? Because being organized makes everything go easier, faster, less hassles, less stress, less problems.

Click one of your events below to continue planning or create a new event to begin planning in the box below.

Need help to using Events/Activities? Please see instructions at bottom of this page.

Current Named Events

▶ picnic

[Wish List](#)

[Compare List](#)

[Delete Event](#)

[Share Event](#)

[View Event Only](#)

▶ seminar

[Wish List](#)

[Compare List](#)

[Delete Event](#)

[Share Event](#)

[View Event Only](#)

▶ lecture

[Wish List](#)

[Compare List](#)

[Delete Event](#)

[Share Event](#)

[View Event Only](#)

[Click Here](#) to see a sample of the event/activity planning details page.

- ▶ exhibition
 - Wish List
 - Compare List
 - Delete Event
 - Share Event
 - View Event Only
- ▶ new show
 - Wish List
 - Compare List
 - Delete Event
 - Share Event
 - View Event Only
- ▶ big show
 - Wish List
 - Compare List
 - Delete Event
 - Share Event
 - View Event Only

Enter your new event/activity name here:

The event that you enter in this box will show in the Event Planning list above in blue.

General instructions when in event/activity program:

1. Create an event/activity title.
2. You have 2 lists that you can save products in. (Wish list-Compare list). The Wish list keeps what you're most interested in. The compare list created from your wishlist and will show you on one page each of the products in your wish list with pricing.
3. As you see products that you want to keep track of, click them to the appropriate event/activity & wish list.
4. You can have more than one event/activity to choose products for.
5. The events will be available until you delete them.
6. Get to know our event/activity program. It's simple and you'll have an easy tool to track most of the things you need to track in planning an event/activity.
7. Any events you create and the associated wish lists are saved for your future updating and reference.
8. Your event/activity can be downloaded as needed.

Your information is safe with us. We do not share your information with anyone for any reason. Be sure to download your planning information to print, store and save on your server.



My Account

[Login or Create Account](#)
[Shopping Cart](#)
[Compare List](#)
[Wish List](#)
[Design Gallery](#)

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[FAQ](#)

Company Info

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Our point is getting yours across.

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[Home](#) / [Plan Your Event](#)

picnic

Plan the details of your event by filling in the details below.

Are you also needing other displays, Gifts, Signage, Apparel, Handouts for this event? Please visit our other website: AwarenessIDEAS.com

View the list that applies only to this event:

[Wish List](#)

[Compare List](#)

[Share Event](#)

[Shared List](#)

You have to create an account to save this information [CREATE ACCOUNT](#)

[Export this event to a PDF file](#)

[BACK](#)

Instructions

1. Click the up or down arrows next to the sections below to move and organize the planning of your event.
2. To keep the event planner organized, only the original event planner person should use the up or down arrows feature.
3. You can keep adding to information boxes to include additional possibilities and ongoing information.
4. Information boxes can be expanded by clicking lower right corner and dragging down, then copied and printed.
5. You can share an event with others by typing in their e-mail address in "share event" button.
6. Only one person can edit any one event at a time. You can read only. Return later and refresh for your own editing.
7. If you add input please add your initials and date of input to end of your entry.
8. We suggest you add your new dated information to the front end of the box so the latest information shows first.
9. Remember to save your information before closing event.
10. For others to be able to input event, you must save and hit "Back" button to get out of event.

picnic

SAVE

Goal/Purpose:

Educational Practice

Date Proposed:

dd/mm/yyyy

Set Date:

dd/mm/yyyy

Location:

Chicago

Proposed Attendees:

Attending Count:

64

THEME

Possible Event Themes:

Retro, science

Chosen Theme:

science

Other:

▲ ▼ ENTERTAINMENT

Entertainment Possibilities:

Songs

Entertainment Contacted:

Entertainment in Discussion With:

Entertainment Chosen:

Contract Signed Date:

dd/mm/yyyy

Contract Signed by:

Approved by:

Other:

▲ ▼ SPEAKERS

Speaker Possibilities:

Speakers Contacted:

Speakers in Discussion With:

Speaker's Chosen:

Contract Signed Date:

Contract Signed by:

Approved by:

Other:

▲ ▼ CATERING

Catering Possibilities:

Catering Contacted:

Catering in Discussion With:

Caterer's Chosen:

Contract Signed Date:

Contract Signed by:

Approved by:

Other:

▲ ▼ MENU

Menu Possibilities:

Menu Chosen:

SAVE

Approved by:

Other:

▲ ▼ PHOTOGRAPHER

Photog Possibilities:

Photog Contacted:

Photog in Discussion With:

Photog Chosen:

Contract Signed Date:

Contract Signed by:

Approved by:

Other:

▲ ▼ VIDEOGRAPHER

Video Possibilities:

Video Contacted:

Video in Discussion With:

Video Chosen:

Contract Signed Date:

Contract Signed by:

Approved by:

Other:

▲ ▼ AUDIO/VISUAL ARRANGEMENTS

A/V Possibilities:

A/V Contacted:

A/V in Discussion With:

SAVE

A/V Chosen:

Contract Signed Date:

Contract Signed by:

Approved by:

Other:

▲ ▼ DJ

DJ Possibilities:

DJ's Contacted:

DJ in Discussion With:

DJ Chosen:

Contract Signed Date:

Contract Signed by:

Approved by:

Other:

▲ ▼ DECORATIONS

Decoration Possibilities:

Decoration Contacted:

Decoration in Discussion With:

Decoration Chosen:

Contract Signed Date:

Contract Signed by:

SAVE

Approved by:

Other:

▲ ▼ MARKETING

How will you market this event?

Press releases sent to:

Social Marketing:

Articles Written & Sent To:

Newsletter:

Invitations:

Approved by:

Other:

▲ ▼ AWARDS

Use our Wish Lists.

Award Possibilities:

Award Discussion:

Award Discussion With:

Award Chosen:

Award Recipients:

Award Presenters:

Date Committed:

dd/mm/yyyy

Shipped by:

Approved by:

SAVE

Date Shipped:

dd/mm/yyyy

Date Received:

dd/mm/yyyy

Other:

▲ ▼ GIFTS

Gift Possibilities:

Gift Discussion:

Gift Discussion With:

Gift Chosen:

Gift Recipients:

Gift Presenters:

Date Committed:

dd/mm/yyyy

Shipped by:

Approved by:

Date Shipped:

dd/mm/yyyy

Date Received:

dd/mm/yyyy

Other:

▲ ▼ DISPLAYS & SIGNAGE

Display Possibilities:

Display Discussion:

Display Discussion With:

Display Chosen:

Date Committed:

dd/mm/yyyy

Date Shipped:

dd/mm/yyyy

Shipped by:

Date Received:

dd/mm/yyyy

Approved by:

SAVE

Other:

▲ ▼ HANDOUTS

Handout Possibilities:

Handout Discussion:

Handout Discussion With:

Handout Chosen:

Date Committed:

dd/mm/yyyy

Date Shipped:

dd/mm/yyyy

Shipped by:

Date Received:

dd/mm/yyyy

Approved by:

Other:

▲ ▼ VOLUNTEERS

Volunteer Possibilities:

Volunteer Chosen:

What will Volunteers do?:

Volunteer/Person in Charge:

Approved by:

Other:

▲ ▼ SECURITY

SAVE

Security Possibilities:

Security Contacted:

Security in Discussion With:

Security Chosen:

Contract Signed Date:

Contract Signed by:

Approved by:

Other:

▲ ▼ ATTENDEE INVITATIONS

Design Possibilities:

Design Discussion:

Designed by:

Design Chosen:

Date Committed:

Date Shipped:

Shipped by:

Date Received:

Approved by:

Other:

Parking Possibilities:

Parking Discussion:

Parking Discussion With:

Parking Chosen:

Contract Signed Date:

Contract Signed by:

Approved by:

Other:

▲ ▼ OTHER NEEDS

Possibilities:

Discussion About:

Discussion With:

Chosen:

Contract Signed Date:

Contract Signed by:

Approved by:

Other:

▲ ▼ OTHER NEEDS

Possibilities:

Discussion About:

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Discussion About:

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Possibilities:

Discussion About:

Discussion With:

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Contract Signed Date:

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