



Company Profile

Posh & Alma
EVENTS





Company Profile

A successful event is the result of perfect planning. That's where we can help!

Our professional commitment

Posh & Alma is a full service, lifestyle based, professional event planning company that specializes in corporate events, dinner galas, fundraisers, long service awards, grand openings, conferences and private events.

We love details! And our commitment is to see each event through from start to finish while keeping the goals, vision, budget and client's needs in mind at all times. We are committed to following through on every detail so you don't have to. From a 1000 person dinner gala to a small intimate private party, funeral or meeting, Posh & Alma has experienced it all.

At Posh & Alma we believe a successful event is directly related to the guest experience.

Let's Talk
0721 222 647/0754 487 308
poshalmaevents@gmail.com

Posh & Alma





Company Profile

Meet the Owner/Team



Posh & Alma





Company Profile

Professional Services Offered

Posh & Alma is a full service professional event planning company that specializes in corporate events, dinner galas, fundraisers, long service awards, grand opening, conferences and private events.

We handle all details involved with the event process so you can focus on what's important to you.

We specialize in:

- Corporate events & meeting planning
- Conferences, symposiums & destination meetings
- Fundraisers & formal dinner gala's
- Long Service Awards & staff recognition events
- Silent & live auctions
- Christmas parties & themed events
- Ground breakings & building openings
- Media & PR events
- Private events & celebrations

Our services include:

Pre-Event Planning

- Budget creation & management
- Detailed critical path and timelines created specifically for your event
- Branding creation and custom marketing strategy
- Social media planning
- Creation of sponsorship packages specific to your event
- Venue booking and contract negotiation

Event Management, Design & Marketing

- Online registration set up and management
- Speaker and sponsor management
- Floor plan layout and décor planning
- Menu creation specific to your event
- Execution of every detail of your event!
- Extensive list of local professionals to help make your event extra special: Entertainers, photographers, musicians, graphic designers & marketing experts, caterers, audio visual specialists, florists, rental companies and more.

Onsite Management & Post Event

- Volunteer management
- Onsite set up and day-of management
- Detailed timelines, show flows & MC scripts
- Friendly and trusting staff
- Stage management
- Tear down and clean-up of your event
- Post event summary and follow up





Company Profile

Our Clients

