

STAGE & FLOOR MANAGEMENT

The Royal Reception is the leading Stage and Floor Management Company in across Eastern Part of India. With over decade of experience, our skilled team has seamlessly handled Award Shows, pageant, Tollywood Events, Fashion Shows, World Tours, Stadium Events etc. We've worked with venues, technical crews and vendors in events across 25 national and 45 international cities, spanning 6 continents. Antarctica is the only one left to conquer!



EQUIPMENT RENTAL

We Provide Event Equipment on Hire in Eastern Part of india. We offer support for Company Event, Exhibitions, Conferences, Seminars, Promotions etc.

Stage Equipments ■ Lighting Equipments ■ Audio Equipments ■ Visual Equipments
Barricades/Fabrication ■ Security Equipments ■ Hot Air Balloon on rent

COMPUTER RENTALS AND NETWORKING

The Royal Reception is associated with leading Companies of Computer Hire, Computer Rental, Desktop hire, Laptop Rentals and Computer lease with current leading brands available in stock. Whatever you need in Desktop Computer Rental and Desktop Computer Hire, Networking, The Royal Reception will satisfy your requirements.



ORGANIZE YOGA EVENT FOR CORPORATE

Corporate yoga has expanded in fame as it is a generally available type of activity that can without much of a stretch be suited in the work environment. Amid distressing times, for example, these, an activity, for example, in-house yoga classes can be a compelling, ease technique to enhance the well being of employees. On the off chance that you are considering a corporate or in-house yoga class's session for your work environment,

■ Locate an Empty Space ■ Discover a Yoga Provider ■ Arrange Mats and Equipment



COMPANY PICNIC ARRANGEMENT

Being the pioneers, we started the One Day Picnic trend in the Corporate of Kolkata & Suburbs. The whole concept was inaugurated with the help of Resort & Water parks in Kolkata & Suburbs. It was a morning to evening affair. The guests were picked up from any place at Kolkata, in luxury buses in route they are treated to a royal breakfast, and arrive at the Park or Resort right at the time of opening. They enjoy the rides and are given lunch which consists of excellence Gourmet food.



CORPORATE ANNUAL FUNCTION

Although based in Kolkata, our capabilities go beyond national and international borders. Our expertise transcends industries. From Auto, IT, and Retail to Financial Services, Tourism and F&B, we have made our mark as a company that exceeds expectations. From the initial conception (pre-event publicity, venue research & booking, transport, catering), to turnkey production (set-up, on-site management, staffing, stage designing, entertainment, security), to post-event support (final material distribution, delegate attendance assessment, post-event report) - we take care of everything.



FEW SERVICES FOR CORPORATE ANNUAL FUNCTIONS ARE DESCRIBED BELOW :

Event Promotion ■ In-house Conferences ■ Protocol ■ Inaugural Function ■ Valedictory Function ■ Photography ■ Press Releases ■ Mementos
Food & Beverage Services ■ Catering, Lunch & Cocktail Dinner ■ Audio Visual Equipments ■ Visitors, Delegate Registration ■ Girl Guide
Delegate Kit ■ Printing Soveniour & Other Material ■ Photography & Videography ■ Multimedia ■ Online Delegate Registration

The Royal Reception
A Brand of HOPX Entertainment (P) Ltd.

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Kolkata:- 700004

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Kolkata - 700048

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CORPORATE EVENTS



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About us

With lifestyles changing there has been a major change to the way we communicate and do business. At corporate houses, it's not only business and work that people are stacked to but also arranging various events that empowers the skill and ability. It's here where The Royal Reception fits in as one of the most prestigious corporate event management company in Eastern Part of India. Over the years we (corporate event planners in Kolkata as well as Eastern Part of India) have covered an extensive range of corporate events - product launches, award functions, dealer meets, corporate outings, destination events, annual meetings, promotion activities, conferences, exhibition and seminars to name a few. We assure you, we're that one-stop solution you are looking for when it comes to planning and executing your corporate event as exclusive as possible. At The Royal Reception, as a complete event management company in Eastern Part of India, we ensure to give the level best services for various types of corporate events. We have exclusive packages for different types of corporate events which is absolutely unique concept in Indian market context.



Vision

"To assist our clientele accomplish their objective through the development and implementation of customized & meticulously planned events."

We have a clear vision to ensure clients satisfaction and loyalty. As every event has to be perfect social, technical and creative fit, we have a collaborative approach to all the assignments.

Mission

"To emerge as a leading Event Management Company delivering One Stop Solution across the globe."

To be the leading and most respected Event Management Company in the world, by meeting and exceeding the expectations of our Clients through inventive ideas and the delivery of outstanding services.

CORPORATE EVENT PLANNING

As an Event planner, we play a critical role in bringing value from a company's people. Corporate events are one of the most important forums for businesses, because it provides an opportunity to present the best ideas from within a company to management and other departments. As an event planner, our job to design inspiring and innovative corporate events that bring these great ideas to the fore.



STRATEGY PLANNING

By the Strategy Planning Process, Businesses can draw attention to the end users and introduce their products or services to large numbers of potential new customers by hosting or participating in special events. These can include grand openings, trade shows, street fairs, major sales and holiday events. In each case, strategic planning can help business leaders to get the most publicity and value out of the event.



VENUE MANAGEMENT

Venue management includes activities or duties related to the operations of buildings such as performance theaters, concert halls, sports arenas, conference centres and hotels. A management professional is in charge of these tasks, which include scheduling, booking, client relations, financial management, marketing, promotions, event coordination, administrative work, venue security, maintenance services and human resources.



TRADE SHOWS AND ROAD SHOWS

The importance of face-to-face marketing experiences has never been more important- they build valuable business relationships and drive revenues. The Royal Reception was built on the belief that strong relationships play a vital role in the growth of any company. Because of the depth and breadth of our trade show management experience, we also understand the challenges you face while planning your show as budgets get tighter and the demand to increase the return on investment escalates. We do provide an experienced trade show manager who partner with you, identify solutions and deliver results. With a focus on personalized service, creativity and state-of-the-art resources, The Royal Reception is ready to bring your vision into life.

We are having many years of experience in terms of hosting Road Shows PAN India via Mobile Display Vans, Mobile Canter Activities, Canopies / Kiosks Installation, Mall Promotions, Society Promotions, Market Activations, Human Banners etc. Road shows are the best way to create a huge amount of awareness among the masses at a time of Product Launch, Brand Promotion Activities, Promotional Marketing and Sales Promotion Exercises. Our Road Show Services includes Planning, Conceptualization and Complete Execution of road shows.



EXHIBITION AND CONVENTION

We are having a very rich experience to make your Exhibition / Conference utmost successful event. We usually work with our Clients to reduce the stress and pressure of organizing and running an Exhibition / Conference and control an event from conception to completion and ensure everything runs smoothly. Our highly Experienced Manager will be put in charge for your event and will be accessible throughout. We have worked with companies both large and small including multinational companies, government agencies, associations and federations. No matter how big or small your conference or exhibition we are happy to give you a reasonable quote and to discuss your requirements. Even if you are having an international establishment and are keen to reach the Indian market through this model of promotion, We are having sound knowledge to make your event most feasible in domestic market. Few services on the basis of Exhibition Management are portrayed below:

- 1) Exhibition & Conference Marketing
- 2) Exhibition Space Selling
- 3) Exhibition Show Manager
- 4) Consultancy
- 5) Representative
- 6) Facilitation
- 7) Mobilization
- 8) On Site Supervision
- 9) Booth Design and Construction
- 10) Graphic Design
- 11) Photocopying Services
- 12) Emergency First Aid - Ambulance
- 13) Licenses, Clearances, Approval and Permissions
- 14) Local Travel
- 15) Venue, Site Insurance



PROMOTION PLANNING

Not so many years ago, marketing executives would have ridiculed the idea of **promotion planning by Event Management Company**. Planning any promotion was - in their eyes - a straightforward process that involved deciding what products were to be promoted, making sure that the goods or services were in place when the promotion launched, and booking advertising space in the most appropriate media. Now using a promotion planning tool is becoming the standard; especially as responsibility for successful promotions is divided between multiple departments, competition from e-commerce for business has increased, and the purchasing decisions of consumers are influenced as much by social media and inbound marketing as by any advertisement seen in print or on screen. **Promotion planning by The Royal Reception** enables collaboration between the three key departments in any promotional campaign - the marketing, merchandise and advertising departments - who can plan an event together, monitor a promotion through the execution stage, and then analyze the results of the campaign in order to develop more effective promotions in the future.

ON-SITE MANAGEMENT

Our event management services begin at the initial office set-up and don't end until the exhibit hall is torn down. Our staffs are there to make your life easier by making the on site event experience smooth and stress free for you. We do this by proactively confirming all prior arrangements, anticipating potential problems, checking each event in advance, and staying in continuous communication with facility and service staffs. Our skilled professionals will make your whole event more convenient, more cost effective and more impressive in the presence of guests. Over the years while working on hundreds of conventions, we have developed our own set-up for meeting planning specifications that many hotels and convention centres prefer a lot and make us one of the perfect competitors in the Event Management fraternity.

We

- Conduct or assist with the pre-convention meeting
- Check the arrival and delivery of shipments
- Assist in the office set-up
- Conduct personnel briefings with suppliers (Destination Management Company, general service contractor, audio/visual Company, florist, photographer, security, etc.)
- Provide updates on guarantees and attendee counts to hotel and suppliers
- Monitor staffing levels of the hotel's front desk for maximum service
- Verify accurate meeting room sets
- Check placement and working condition of audio visual equipment
- Meet with speakers to ensure their needs are fulfilled
- Check transportation timeliness
- Supervise the correct placement of buffets and bars for smooth traffic flow during events
- Control costs through monitoring and inventorying food and beverage events (continental breakfasts, coffee breaks, receptions, etc.)
- Review banquet checks and supplier invoices for accuracy
- Expertise in Car Parking Management

