

# EVENT WIZARDS

MAKING THE IMPOSSIBLE HAPPEN

COMPANY PROFILE





# ABOUT OUR COMPANY



We operate nationwide & internationally



We have an esteemed reputation with 20+ Years of experience in the industry



We offer end-to-end Event Management services

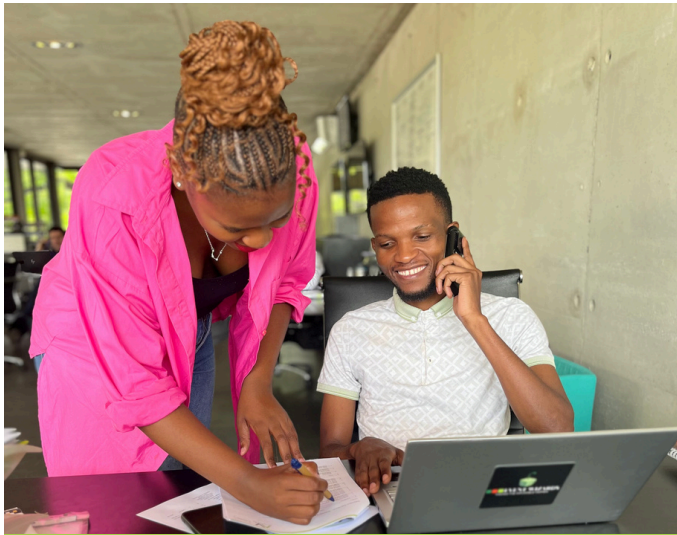
Event Wizards has been helping companies and individuals to make their events memorable and successful since 2004. We have worked with thousands of businesses and event organisers in South Africa and abroad.

Our team of professional event planners and designers are experienced, friendly, and knowledgeable. We work closely with our clients to ensure they have the perfect Audio Visual and Tech display, Décor & Design, and Catering for their events. When it comes to planning events, our system of ensuring quality, service, and value for money allows us to ensure that you receive exactly what you expect.



View more on our Website:  
[www.eventwizards.co.za](http://www.eventwizards.co.za)

# OUR SERVICES



## END-TO-END EVENT MANAGEMENT

At Event Wizards, we don't just create events, we craft unforgettable experiences. With meticulous planning, creative flair, and a touch of magic we transform your vision into reality. Whether you're hosting a corporate conference, a wedding, or a milestone celebration, we're your trusted partner from start to finish.



## AUDIO-VISUAL & TECH SERVICES

The Audio Visual and Tech crew provides sound, lighting, video, and stage management. With the help of the stage management team, the Audio Visual crew keeps the show going smoothly and ensures the safety of the participants. A good audio visual technician can make the difference between a good and a great Event.



## CATERING

Our professional team can help you with everything from catering design, theme development, food and drink preparation, serving and even clean up.

Whether your celebration requires a sit down meal or a party in the park, let us show you how we create unforgettable experiences.

Let us create an exciting, fun and unique catering service that can take your event to the next level.



## DECOR & DESIGN

At Event Wizards, we create custom-made décor and stage sets for all kinds of events. We believe in providing a hassle-free and fun experience for the guests. Our team of designers is experienced in creating a variety of décor and design solutions for a range of events.



## FURNITURE HIRE

At Event Wizards, we offer a diverse range of stylish and versatile furniture to complement any event theme. From sleek, modern pieces to classic, elegant designs, our collection is designed to enhance the ambiance of your event. Many of our pieces are custom-made, ensuring unique and high-quality options that set your event apart. Let us help you furnish your vision with style and sophistication.



# PREVIOUS EVENTS

## **GOLDWAGEN DINNER & AWARDS EVENING 2024**

In February 2024, we had the honor of hosting Goldwagens' "All Stars" Gala Dinner at the prestigious Maslow Hotel. The evening dazzled with exquisite decor, captivating entertainment, and gourmet cuisine. Our team provided full event management, AV and sound services, and curated entertainment featuring Jo Black, Drumbots, and immersive 360 camera experiences. From elegant decor to personalized design work for menus and underplates, every detail was meticulously crafted. Our catering team ensured a culinary experience to remember, while our RSVP system streamlined guest communication. With seamless furniture arrangements and thoughtful gifting, the event was a resounding success.

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# PREVIOUS EVENTS

## UD TRUCKS ANNUAL DEALERSHIP AWARDS 2022

In partnership with UD Trucks, we successfully organized a two-day event, meeting the client's diverse needs. We ensured an informative business session, an innovative Euro 5 launch, and a glamorous ADC awards ceremony. Attendees engaged with seamless tech during panel discussions and experienced the new Euro 5 firsthand. The launch event featured entertainment and a captivating reveal, followed by a dinner. The event concluded with a glamorous diamond-themed evening, honoring UD diamonds achievers.

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# PREVIOUS EVENTS

## RED MOON CONFERENCES & INCENTIVES, SYNGENTA AND JOHN DEERE INFORMATION DAY 2023

In partnership with Red Moon Conferences & Incentives we orchestrated a 2-Day Agricultural Event in Bethlehem, which was the Syngenta and John Deere Information day. Our responsibilities included lounge seating, seating setups, and event catering. The event aimed to foster networking and educate delegates on environmentally friendly farming practices. Delegates explored 7 stations in the farmlands, learning about laboratory-developed seeds and innovative pesticides for healthier harvests. The event culminated in a relaxing evening featuring a buffet-style feast and vibrant entertainment.

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# SOME OF OUR CLIENTS

At Event Wizards, we are proud to partner with some of the most prestigious and well-known brands in the industry. These esteemed organizations trust us to deliver exceptional event experiences, and we consistently exceed their expectations. Our commitment to excellence and attention to detail have earned us glowing reviews and long-lasting relationships. When you choose Event Wizards, you're choosing a team that is dedicated to making your event extraordinary, just as we have done for our distinguished clients.



**UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
YUNIBESITHI YA PRETORIA**



# MEET THE TEAM



**LUCIEN MOSTERT**  
Senior Event Planner



**DAVID MODISE**  
Event Planner



**NKAMO THUBAKGALE**  
Event Planner



**MELISSA VAN DEN HEEVER**  
Creative Designer



**ANTON ERLANK**  
Administration



**PIERRE MORNET**  
Event Planner



**GEORGE SUTHERLAND**  
Managing Director



**ROCKY LIM**  
Managing Director





## RSVP SYSTEM

Our RSVP platform makes event attendee management simple and stress-free with our easy-to-use event dashboard. Our RSVP platform provides a comprehensive solution for managing event invitations, tracking attendance, and engaging with attendees before, during, and after the event.

### HOW IT WORKS:

- Create the event on the platform, customizing the invitation with your company's branding.
- Send out invitations via email to a list of potential attendees.
- Track RSVPs in real-time, noting who has confirmed, who has declined, and who hasn't responded.
- Use the platform to send reminders to non-responders and additional information to confirmed attendees.
- Export the RSVP list to prepare name tags and seating arrangements.
- Utilize the check-in feature at the event to manage attendee entry.
- After the event, send out a survey to gather feedback and a thank-you notes to attendees.



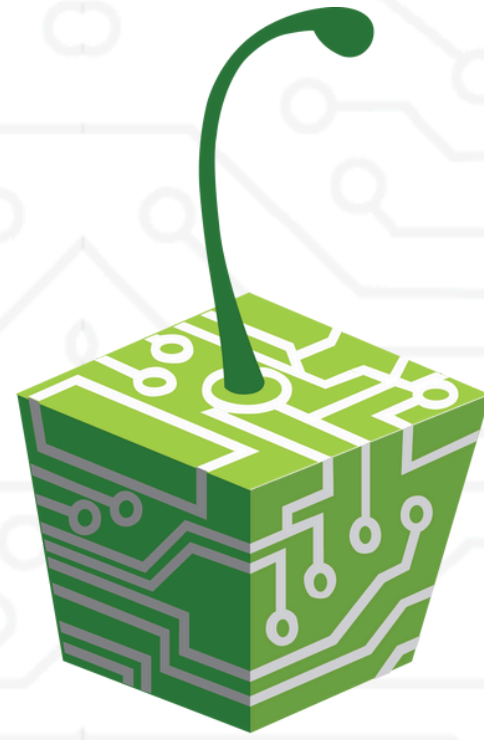
# POST-EVENT COMMUNICATION, REPORTING & ANALYSIS

## THE POST-EVENT FEEDBACK REPORT WILL INCLUDE:

- 1** **EVENT DETAILS:**  
A summary of the event, including the date, time, venue, theme, and purpose of the event.
- 2** **ATTENDANCE:**  
A breakdown of the number of attendees, including any demographic information that we have collected, such as age, gender, and job title.
- 3** **FEEDBACK FROM ATTENDEES:**  
A summary of the feedback we received from attendees, including any comments, suggestions, or complaints. This feedback will be collected through surveys, feedback forms, or other means.

- 4** **PERFORMANCE OF VENDORS / SUPPLIERS:**  
An evaluation of the performance of vendors and suppliers involved in the event, such as caterers, audio-visual equipment suppliers, and event planners.
- 5** **BUDGET:**  
A detailed breakdown of the event budget, including expenses and revenue generated, if any.
- 6** **KEY PERFORMANCE INDICATORS (KPIs):**  
Identification of the KPIs that were established for the event and data on how well they were met. This could include metrics such as attendance, engagement, social media reach, and revenue generated.
- 7** **SUCCESSSES AND AREAS FOR IMPROVEMENT:**  
A summary of the successes of the event and identification of areas for improvement. We will make recommendations for how to improve future events based on the feedback received and the KPIs achieved.
- 7** **NEXT STEPS:**  
A plan of action for implementing the recommendations for improvement and identification of who will be responsible for taking each action.

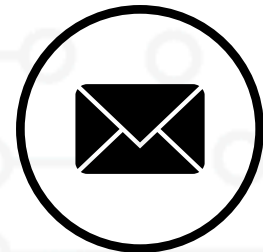




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