
PROJECT PROFILE



EVENT MANAGEMENT AND
VOLUNTEER ENGAGEMENT
SERVICES FOR BASH 2015
'14, '15
American Red Cross North Texas Region

Stepped in during the hiring phase for a new ARC special events manager. Served as Team Leader and Logistics Coordinator, working directly with the American Red Cross staffing team and the volunteer committee leadership. Worked with the chairs to set and manage effective meeting schedules, working agendas, timelines, and milestones. Made appropriate adjustments as needed. Coordinated the theme/concept/special features for the event, including live music by Green River Ordinance. Established and monitored the budget. Provided all vendor management like audio/visual, staging, entertainment, VIP area, rentals, food and beverage, décor, signage, permits, parking, and security. Coordinated all set up and tear-down of event. Staffed event day and coordinated volunteers assigned to particular tasks. Provided logistics information to team for press releases, social media, and marketing. Coordinated agenda, speakers, show-flow and scripts. Coordinated VIP guest considerations—confirmation, orientation, special needs. Coordinated the on-site sponsor/community partner benefit fulfillment obligations.

"Project Partners was awesome and exactly what we needed for the BASH event! I could go on and on about what wonderful professional services they provided to our team. Thank you!"

Alice Puente, Committee Chair
BASH 2015, benefiting the American Red Cross

"Working with Project Partners has been an excellent experience. Thanks for taking such good care of BASH 2015."

T.D. Smyers, CEO
American Red Cross, North Texas Region Chief Executive Officer