



CARDINAL  SERVICE
Administrative Support Excellence

Cardinal
(EC) Event Coordinator Package



When you choose our Cardinal Package you will receive a Dedicated Event Coordinator Support. Highly-skilled in planning and a natural conversationalist!

Cardinal package includes:

- **Calendar Management**
- **Tradeshow Coordinator**
- **Logistics Coordinator:** Venue, Activities and Catering arrangements
- liaison with client to determine which materials are needed, tracking shipment times and resolving any issues that could affect the productivity and efficiency levels
- **Customer Service:** email support (acknowledgement and thank you emails)

What else do you have on your plate, you can hand off?

***Ask About Our Flexible Weekly Hourly Rates,
or Our Convenient Monthly-Retainer Package Options!***

Cardinal Event Support Package

Let's discuss, how Cardinal VA Service
can assist you with your next event!



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Contact us at contact@cardinalvaservice.com
or give us call at 1-765-202-2410