

EVENT WIZARDS

EVENT PLANNING & MANAGEMENT

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.

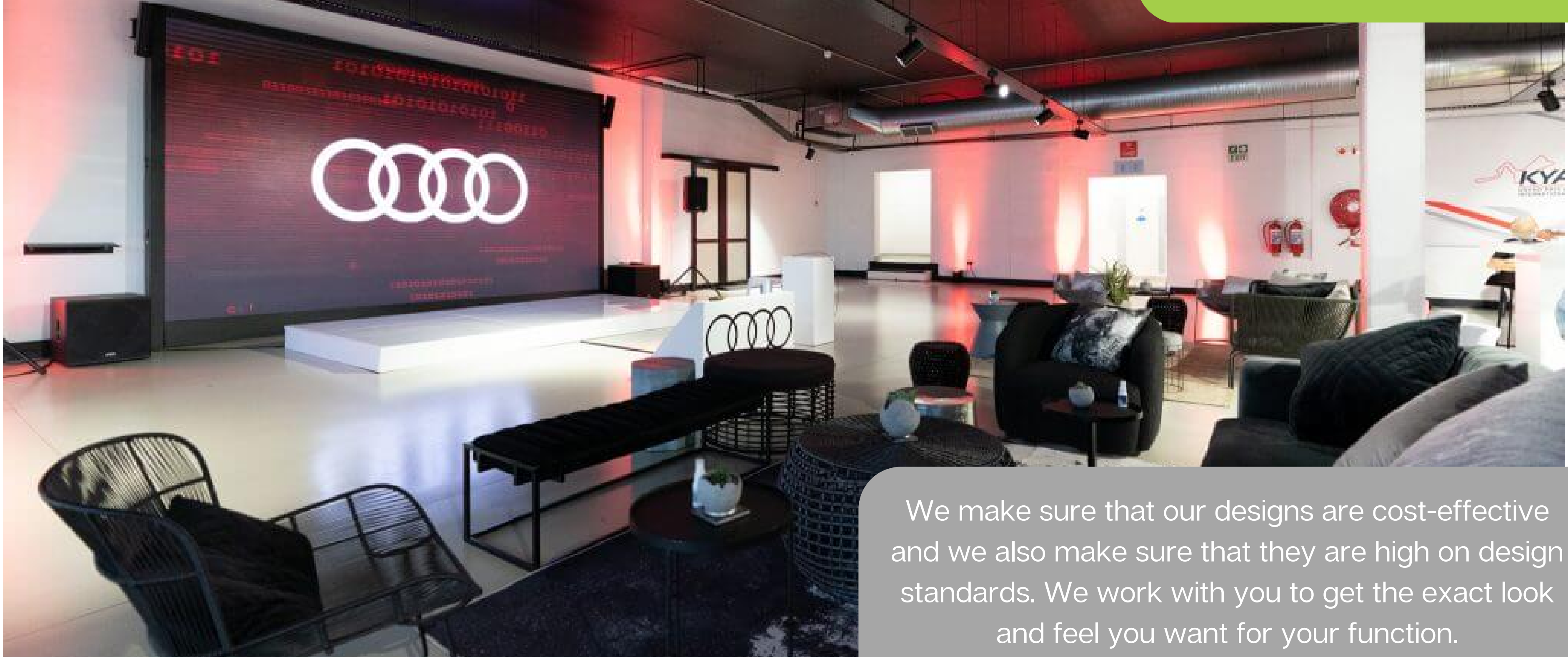
SERVICES

- **EVENT MANAGEMENT**
- **DECOR & DESIGN**
- **AUDIO-VISUAL & TECH**
- **CATERING**
- **ENTERTAINMENT**
- **FURNITURE HIRE**



20+
Years in the Industry

DECOR & DESIGN



We make sure that our designs are cost-effective and we also make sure that they are high on design standards. We work with you to get the exact look and feel you want for your function.



AUDIO VISUAL & TECH SERVICES



Croner
Make Every Moment Count

UD TRUCKS



UD TRUCKS

One of the elements of a successful event is engaging as many senses of your audience as possible. The Audio Visual and Tech crew provides sound, lighting, video, and stage management.





CATERING SERVICES

Let us make your party a memorable one with our innovative and unique menu designs. Our professional team can help you with everything from catering design, theme development, food and drink preparation, serving and even clean up.





ENTERTAINMENT



Connect with the crème de la crème in entertainment. Through Event Wizards, you will have a choice of entertainment options, ranging from upcoming performers – to the who's who of celebrities, MCs and entertainers nationwide.



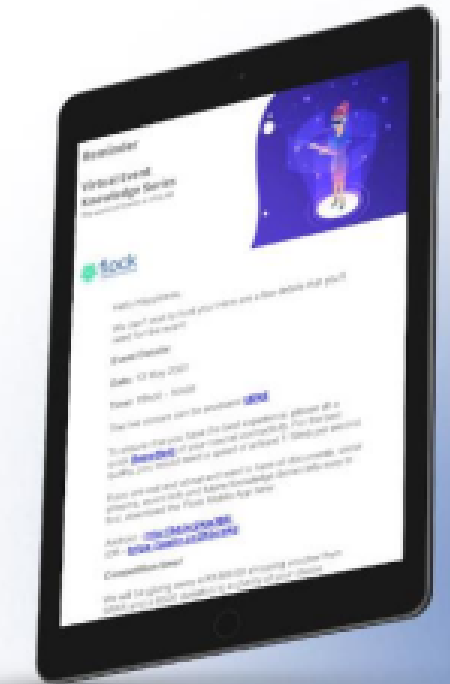


RSVP Platform



Personalised and customisable

- Design personalised invites that reflect your brand.
- Create beautiful, professional mailers that include GIFs.
- Build engaging, customised RSVP forms that capture important attendee information.



Our RSVP platform makes event attendee management simple and stress-free with our easy-to-use event dashboard.

626
happy clients

2,335+
events hosted

36
countries

83
net promoter score

- Manage all delegate information from one central space.
- Maximise your ticket sales revenue.
- Personalise your attendee communication and increase engagement.
- Use our attendee management software with ease.
- Save time and money using powerful attendee management solutions.

RSVP Platform

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. **Successes 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.
8. **Next Steps:** A plan of action for implementing the recommendations for improvement and identification of who will be responsible for taking each action.

Some of our Clients

UD Trucks

Audi

Exxaro

BestMed

Chery

Sasol

University
of Pretoria



LET'S GET IN TOUCH



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Making the impossible happen!