



phone 704 332.8445 · fax 704 332.5099  
2315 North Davidson Street · Charlotte, NC 28205  
[charlottearrangements.com](http://charlottearrangements.com)



When you hire a full-service company to plan your event, one thing will be kept out.

Stress.

The most comprehensive  
in-house services for:  
events  
transportation  
tours  
destination management  
team building  
meetings  
convention services  
and more.

**Charlotte**  
**Arrangements**

One company. One staff. Zero stress.



It's what we keep out that makes all the difference.



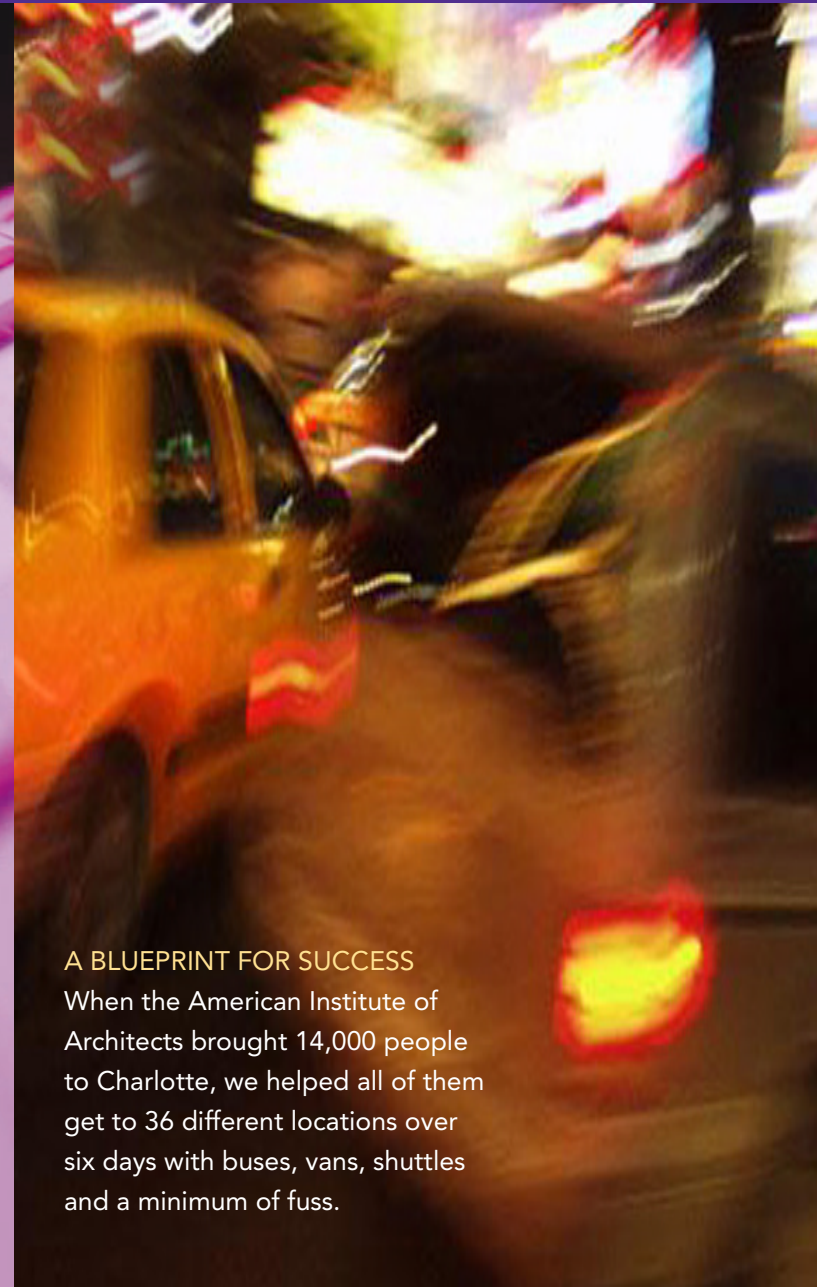
At Charlotte Arrangements, we understand that planning and producing an event – whether it's a five-day convention, or a company picnic – can cause major stress, especially if you're depending on a complex network of vendors.

That's why we remove the variables. Charlotte Arrangements is the area's only full-service event production and destination management company, employing a full staff of talented professionals who are dedicated to the success of your event. No second-guessing, no surprises, no stress. Our job is to make your job easier and more manageable. You have one contact, your service executive, who manages and double-checks all of the arrangements, timetables, confirmations, personnel and miscellaneous details.

Leave the planning to us. The result will be a professionally produced event that you will actually be able to participate in and enjoy. (The fringe benefit, of course, will be lower blood pressure.)

#### GUITARS 'N CARS

When the FBI National Academy Associates convened in Charlotte, we planned a high-energy schedule that included test drives at Lowe's Motor Speedway, concerts by Alabama and the Charlie Daniels Band, and a celebrity golf tournament. All events went off without any sour notes.

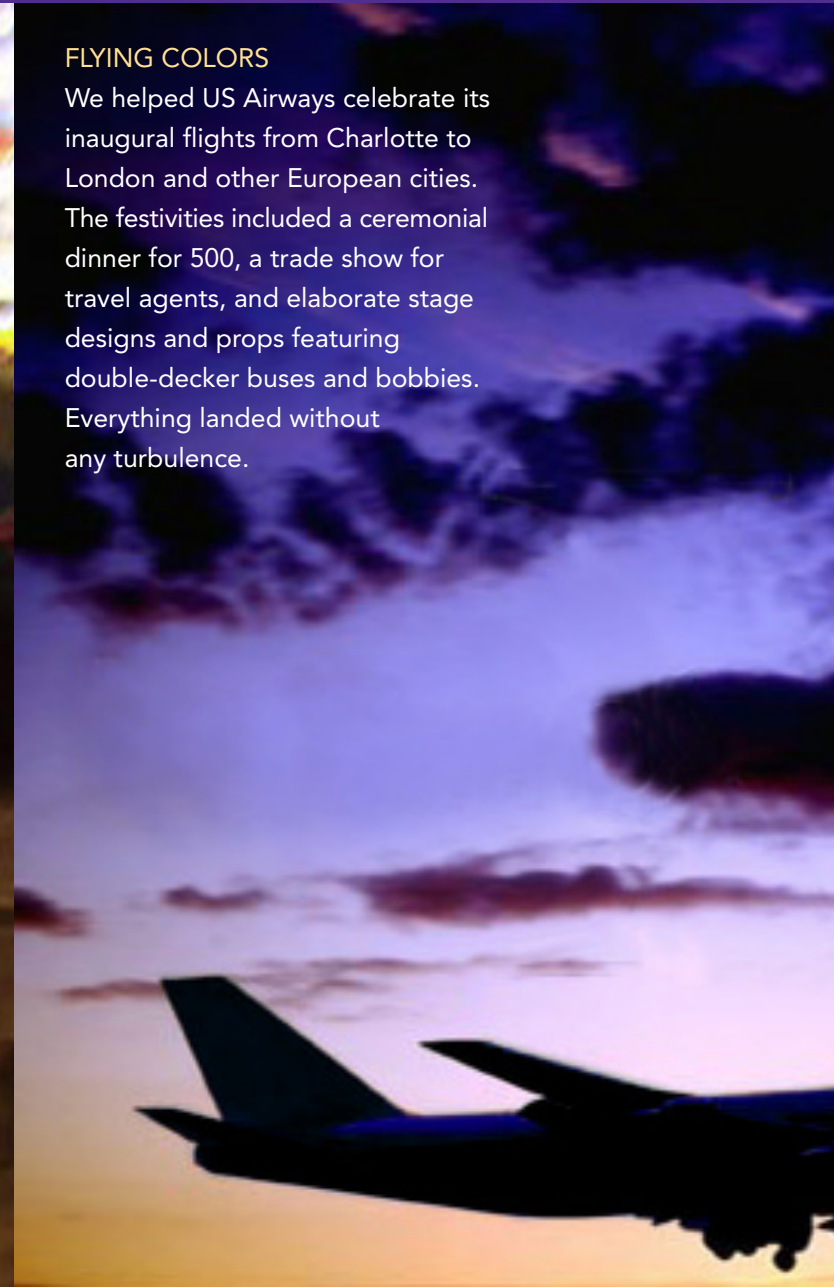


#### A BLUEPRINT FOR SUCCESS

When the American Institute of Architects brought 14,000 people to Charlotte, we helped all of them get to 36 different locations over six days with buses, vans, shuttles and a minimum of fuss.

#### FLYING COLORS

We helped US Airways celebrate its inaugural flights from Charlotte to London and other European cities. The festivities included a ceremonial dinner for 500, a trade show for travel agents, and elaborate stage designs and props featuring double-decker buses and bobbies. Everything landed without any turbulence.



# Unforgettable special events.



Want to create a memorable and impressive business function? Provide a spouse program? Give a concert? How about just throw an incredibly good party?

Charlotte Arrangements' creative conceiving and event design brings ideas to life. Whether you choose from one of our theme suggestions, or have us conjure up a custom event, we can create the ambience to capture exactly the mood you have in mind.

In addition, we cover the nuts and bolts, like outdoor tents, speakers, entertainers, transportation and invitations, making us the one-stop shop for all of your event planning needs.



- Event Types
- Theme Parties
  - Exhibitor Hospitality Events
  - Off-premise Parties
  - Spouse/Guest Programs

- Event Themes
- A Taste of the Carolinas
  - Start Your Engines (NASCAR)
  - At the Hop ('50s)
  - Casino Cruise
  - Outback (Australian)
  - Parrot Palooza (Jimmy Buffet/Key West)
  - Safari
  - Flashback ('60s and/or '70s)
  - Beach Blast
  - You Oughta be in Pictures
  - Masquerade
  - Mardi Gras
  - Wild World of Sports
  - Holiday in Vegas
  - Time Capsule

**VISUAL ENHANCEMENTS**

Perhaps your guests should arrive over a Polynesian bridge. Or you'd like the outside of the venue lit with colors or shapes. Charlotte Arrangements maintains a full staff of skilled artists, designers and production people to create custom stage designs, props, background and scenery of all kinds. Or, you can choose from our full inventory of more than 6,000 ready-to-use items. Our visual touches transport people from the everyday into fantastic new places.

**MUSIC**

Waves of beach music drifting through the doors tell a story before guests cross the threshold. The sounds of big band music may be just the thing to get your guests on their feet and swinging after dinner. Whatever your music needs, Charlotte Arrangements can book the band you need. We have an expansive list of talented musical groups with whom we work on a regular basis, providing a full range of jazz, easy listening, country, bluegrass, beach, Dixieland, pop, rock, big band and ethnic sounds.

#### Site inspection

No one knows the Charlotte area and its venues better.

#### Contract negotiation

We know the ins and outs.

#### Hotel/venue selection assistance

Our relationships, space management and negotiation skills are unbeatable.

#### Air travel arrangements

Packaged and group rates are available.

#### Conference housing

We know what's available when and for how much.

#### Registration

Computerized registration ensures maximum returns.

#### On-site meeting coordination

Reduce the costs of importing staff.

#### Local transportation

Whatever, wherever and however you'd like to go, we can get you there.

#### Event planning

Our staff and creativity are second to none.

#### Administrative assistance

Let us reduce the costs of importing staff and make your life easier.

#### Security services

Reduce your liability. (Around-the-clock service is available).

#### Drayage

We offer complete transfer and storage services.

#### Amenities and gifts

VIP to turndown, we'll help you create a memory.

#### Account reconciliation

We keep an eye on your bottom line

## CONVENTIONS, CONFERENCES AND COMPOSURE

Let's face it: Planning a convention requires micromanagement. And who wants to micromanage? (Besides us, that is?) As the area's only full-service destination management company, Charlotte Arrangements has the extensive training and experience that make us experts in convention and corporate meeting planning. We handle every aspect.

When you leave the planning to Charlotte Arrangements, you can count on a successful and memorable conference that runs on time and on budget ... and leaves you calm, cool and collected.



## TRANSPORTATION THAT MOVES YOU

We believe that getting there can be half the fun – especially if your transportation arrangements are handled with minute attention to detail. Whether you need to chauffeur one VIP in a limousine, or shuttle 10,000 convention attendees across town, Charlotte Arrangements can ensure that your people get where they need to go with minimum fuss and maximum efficiency.

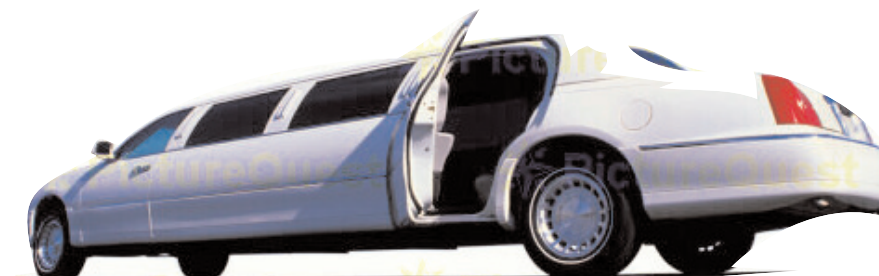
Our transportation services include all of the details that make transporting people the easy experience it should be, like our own trained and uniformed staff, signage for motor coaches, on-site supervision and radio communication. Behind the scenes, we handle pre-routing, cost analysis and on-site inspection before each event to ensure punctuality, economy and sanity.

### Meet-and-Greet

When your guests arrive in Charlotte, we think their first experience should be Southern charm and hospitality. Our hosts greet your guests upon arrival, and escort them to their vehicles with a smile. All luggage is pulled, tagged and delivered to the guest's room immediately and accurately.

### Moving with Style

If the standard means of getting around just don't make quite the impact you're looking for, Charlotte Arrangements can create just the experience you crave. We offer a wide range of creative transportation activities, like progressive dinners, carriage rides, gallery crawls, tailgate parties and more. Let us breathe a little life into your transportation plans and make getting around town an experience to remember.



## Transportation Services

City-Wide Shuttles

Transfers

VIP/Group Meet-and-Greet

Progressive Dinners

Gallery Crawls

Tailgate Parties

Limousines

Antique Cars

Double Decker Buses

#### Examples

Golf Tournaments  
Corporate Olympics  
5k/10k Race Coordination  
Volleyball, Tennis and  
Softball Tournaments  
Physical Fitness and  
Spa Activities  
Stock Car Racing  
Fitness Seminars  
Celebrity Sports Programs  
Charity Tournaments

#### SPORTS AND TEAM-BUILDING

Invigorate your next meeting with a blood-pumping, morale-boosting activity – you'll be amazed at the fresh perspective and increased productivity a little get-up-and-go will provide.

Your guests can circle Lowe's Motor Speedway behind the wheel of a genuine stock car, hit their stride in a 5k race, soak up the luxury of spa treatment, or take part in any activity you can dream up. Charlotte Arrangements plans and provides a full range of sports and team-building programs for every taste and athletic level.

We arrange every detail, including locale, transportation, fitness instruction, food, beverages, equipment, supervision, trophies and gifts.

Let Charlotte Arrangements transform free time into productive activity, and ignite your guests' imaginations.

#### NEXT STOP, CHARLOTTE

The Queen City and her surrounding area are full of hidden treasures, colorful history, gorgeous neighborhoods and rich folklore. Let us introduce you to the beautiful lady with the insight of the people who know her best. Our expertly trained, professional and uniformed tour guides have been sharing Charlotte with courtesy and expertise for more than 12 years. Whether you choose from one of our prearranged tours, or prefer a customized excursion, we'd like you to sit back, relax and let us show you around.

#### Pre-/Post-trip Excursions

Charlotte Arrangements also is proud to offer completely organized trips from the coastal Carolinas to the Great Smokey Mountains.



Let's get started.

Whether you're planning for 50 or 10,000, you can leave the details to us. Join Microsoft Corporation, Wachovia Corporation, Lowe's Companies Inc., Hendrick Motorsports, Inc., and the many other companies we serve. To learn more about our stress-relieving services, give us a call today at 704.332.8445 or visit us at [charlottearrangements.com](http://charlottearrangements.com).

"Around About  
Town" Tours  
Museums and Galleries  
"A Day with the Queen"  
Historic Homes and  
Neighborhoods  
Attractions  
Parks and Gardens  
Youth Programs  
Antique Towns and  
Shopping  
Fashion and Fitness  
Customized

Tour Transportation  
Limousine  
Sedan  
Van  
Minibus  
Motor coach