



CAPABILITY STATEMENT

VonCreations Inc.
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NAICS Codes
541613 Marketing Services
561920 Convention & Trade Show Operation
541820 Public Relations Services
541611 Adm. Management & General Mgmt. Consulting
561499 Business Support Services
DUN#: 786856203
Fed ID#: 58-217068
8(a) #: 303582 Cage Code: 370WI

VonCreations, Inc. was formed in 1989 by Yvonne J. Wiltz CSEP, a professional with experience in the areas of marketing, community/public relations, conference planning and event promotions. The company was incorporated in 1992 in the State of Georgia.

Over the past twenty-five years VonCreations, Inc. has planned, executed and managed a vast range of special events and marketing campaigns from small receptions to national conventions. Thus, we have amassed an extensive array of experiences and successes in the arena of event management.

Among those experiences is the management of trade shows, single day to multiple day conferences, golf tournaments, silent and live auctions, special events, conferences and meetings of various sizes.

Our event planning services and capabilities include:

- Event Logistics
- Site Negotiation and Selection
- Design and Implementation of Event Themes
- Program Development
- Volunteer Coordination
- On-Site Management
- Registration Coordination
- Sponsor Relations
- Trade Show Management
- Financial Controls
- Project Close-Out

Our team headed by Yvonne J. Wiltz, CSEP as President and CEO is comprised of seasoned professionals in marketing, business development and event management. This combination of talents and experience coupled with high levels of commitment, professionalism and distinctive customer service values have contributed immensely to our success, to our relationships, and to our longevity with our clients.

A partial listing of our current and past clients include the Centers for Disease Control, the Nuclear Regulatory Commission, Delta Air Lines, Greater Women's Business Council, the Urban League of Greater Atlanta, Atlanta Medical Association, US Dept. of Labor Women's Bureau, Gate City Bar Association, Home Depot, Office Depot.

VonCreations is known throughout the community for planning, organizing and executing well-designed, under-budget, and memorable events and marketing campaigns tailored to the vision of our clients, resulting in repeat demand for our signature touch.

The company is certified as an MBE by NMSDC/GMSDC, as a WBE by the WBECN/Greater Women's Business Council and as a disadvantaged business (8a) and WOSB by the SBA. It is also certified by the City of Atlanta, MARTA/GADOT and the PENNDOT.

Our Past Performance includes:

Period of Performance	Project
<p>2007 -2009 Atlanta, GA</p> <p>2010 Atlanta, GA</p>	<p>Women's Bureau, U.S. Department of Labor Region IV Flex Options Initiative</p> <p>Served as the Project Manager for the Region IV Flex Options Initiative planning and managing quarterly meetings attended by several hundred companies and handling the community outreach marketing and as conference/workshop planner/manager for the National Dialogue on Workplace Flexibility, fostering Workplace Flexibility in the healthcare industry. Responsibilities included:</p> <ul style="list-style-type: none"> ➤ Site selection ➤ Meeting logistics ➤ Meeting follow-up reports ➤ Collateral material development. ➤ Coordination of outside vendors ➤ Contract negotiations ➤ Program Partners and Audience development ➤ OnSite Management ➤ Outreach marketing
<p>2011</p> <p>Washington, DC and Atlanta, GA</p>	<p>National Women's Business Council, Washington, DC</p> <p>Served as the meeting planner for several agency meetings in various locations providing:</p> <ul style="list-style-type: none"> ➤ Site selection ➤ Meeting logistic services ➤ Transportation coordination ➤ Contract negotiations. ➤ Meeting materials coordination
<p>October 2011 Boston, MA</p> <p>March 2011 Atlanta, GA</p> <p>March 2012 Atlanta, GA</p> <p>May 2012 Atlanta, GA</p>	<p>CDC: Oral Health Grantee Workshop CDC: Expert Panel Meeting on Anthrax Clinical Management CDC: SEP Peer Review Panel CDC: Per Review Panel-Immunization Division</p> <p>Served as the Conference Manager for this workshop. Responsibilities included:</p> <ul style="list-style-type: none"> ➤ Developed and tracked event budget based on contract award, facility and hotel costs and all outside vendor costs ➤ Coordinated all travel arrangements for sponsored travelers and provided them with a travel itinerary ➤ Provided a registration form to all sponsored travelers to obtain their desired travel timeframe and provided ground transportation between hotel and airport ➤ Set up room bloc for sponsored travelers ➤ Secured meeting space form IDSA and worked with hotel regarding set-up and meal functions ➤ Provided meals for sponsored travelers during the meeting ➤ Provided venue with specifics for room set-up and audio visual requirements and ensured compliance ➤ Engaged outside transcription company to record meeting proceedings and audio taping as a back –up for transcription purposes ➤ Set up on-site registration process ➤ Set up a database with all sponsored travelers contact info, travel arrangements, etc. ➤ Prepared all meeting materials ➤ Managed the payment and reimbursement of per diems and other authorized costs
<p>October 2012 Atlanta, GA</p> <p>April 2014 Chattanooga, TN</p>	<p>US Nuclear Regulatory Commission</p> <p>Served as the Meeting Manager for this meeting. Responsibilities included :</p> <ul style="list-style-type: none"> ➤ Coordinated all travel arrangements (national and international) for sponsored travelers and provided them with a travel itinerary ➤ Provided registration process through a customized website: pre and onsite

	<ul style="list-style-type: none"> registration ➤ Set up room bloc for sponsored travelers through a hotel link to website ➤ Secured meeting space with venue including covered meals ➤ Provided venue with specifics for room set-up and audio visual requirements and ensured compliance ➤ Set up a database with all sponsored travelers contact info, travel arrangements, etc. ➤ Package all meeting materials ➤ Set up transportation for off-site meeting
2006-2009	<p>Cubic Transportation/MARTA</p> <p>Developed and implemented a three year outreach marketing campaign to introduce the new automated fare collection system (Breeze), educate internal and external stakeholders, provided hands on usage training and sign up of Breeze card users.</p>
2009-Present	<p>Greater Women's Business Council</p> <p>Serve as the event planner for the Greater Women's Business Council POP MarketPlace, a multi-day and multi-component event for women-owned businesses and corporate executives. Services include</p> <ul style="list-style-type: none"> ➤ Event concept/theme development, ➤ Site selection ➤ Event logistics ➤ Vendor management ➤ Volunteer coordination, ➤ Trade show management ➤ On-site management.
2010-Present	<p>Delta Air Lines</p> <p>Serve as the event planner for Delta Air Lines Inc.'s, Diversity Star Awards Program and Luncheon. A multi-day and multi-component event recognizing Delta's top diverse suppliers and supply chain staff. Services include</p> <ul style="list-style-type: none"> ➤ Event concept/theme development ➤ Site selection ➤ Event logistics ➤ Vendor management ➤ Volunteer coordination ➤ Program development ➤ On-site management.
2012-Present	<p>Urban League of Greater Atlanta</p> <p>Serve as the event planner for the Urban League of Greater Atlanta for their 2 signature events: Spirit of the League Luncheon and the Equal Opportunity Day Dinner. Services include:</p> <ul style="list-style-type: none"> ➤ Event concept/theme development, ➤ Site selection ➤ Event logistics, ➤ Vendor management ➤ Volunteer coordination ➤ Program development, ➤ Talent recruitment ➤ On-site management.