



You may or may not share the same love of scrambled eggs as James Bond, but your job is equally as important. You work behind the scenes — as a secret agent of sorts — making sure that every assignment is executed flawlessly. Whether you are planning a single-day fundraiser for your non-profit, a weekend reunion for your military group, or a week-long religious conference, there are too many details for a single person to handle. You likely have a few other volunteers working for donuts rather than dollars, but without an intelligence agency brimming with highly trained professionals like Q, M and other alphabet-soup agents, your cover could be blown. Here's how you live to die another day.

From Chicago With Love

Choosing a venue is perhaps the most important decision of a meeting planner's mission. You need to find a space that fits your budget and meets your goals, located within a convenient radius for your attendees. Sure, it would be nice to hold your event at Casino Royale, but it's not feasible for most people to travel internationally.

Meet Chicago Northwest. The facilities here are conveniently located just minutes from O'Hare International Airport, and boast easy freeway access.

The Schaumburg Convention Center also has several different room options and floorplan configurations, making it easy to reserve the square footage you need. No more, no less. After all, you don't see James Bond walking into a grand ballroom with only a dozen people there. The space is always sized appropriately to the event.

Quantum of Solace

Once a location is selected, meeting planners are hit with countless other tasks: invitation strategies, publicity, agendas, technology requirements, seating arrangements and on and on. Even seasoned meeting planners run into a few wrinkles along the way. But with help from the Chicago Northwest team (your local intelligence agency), you can quickly smooth things out.

Not sure how many tables you need? We can help. Don't have access to the latest gadgets like Agent 007? Our audio-visual specialists can set you up with state-of-the-art equipment. Over budget? We know which hotels offer discounts and how to cash in on incentives for events held before the end of 2018.

With working relationships like these, your event planning quantum of solace will always stand above zero. Fill out our online form to get more information on our services and download our comprehensive event planning checklist. It helps you create a timeline, prioritize details and keep track of everything you need to plan a efficacious event, so that you can focus on fun. Our checklist also documents successes and shortcomings, enabling you to make next year's event even better. Mission accomplished.

Never Say Never Again

There are times when the demands of your meeting planning mission may seem impossible. But after completing an event in Chicago Northwest, you'll never say never again. It's easy to plan events large and small here. And once the rave reviews start rolling in, you can celebrate by drinking a dry vodka martini. Shaken, not stirred.