

**LAJOY.**  
PLANS  
*Event Services.*



# LaJoy Plans *is here for you...*

LaJoy Plans is an award-winning, global boutique events management firm headquartered in Washington, DC. Relunched in 2019, we serve mission-focused organizations and discerning individuals.



HONORED TO BE A  
Globally Recognized  
**4x AWARD  
WINNER**



## True To Our *Name*

The “LaJoy” of *LaJoy Plans* comes from the name Melva LaJoy Legrand was given by her parents. She was the love and joy of their lives. Event planning would come to be the love and joy of Melva’s professional life.



# Our Core Services

#1 STRATEGIC EVENTS CONSULTING

#2 COMPREHENSIVE EVENTS MANAGEMENT

#3 CREATIVE SERVICES



## #1 Strategic Events Consulting

Melva LaJoy Legrand draws on over 20+ years of events management experience to lead executive and management level advising for organizations. Together, we can strategically:

- Evaluate your current event structure.
- Learn and grow on events management fundamentals.
- Streamline your events.
- Develop an events management department.

To truly see impact, this service requires a minimum 6-month commitment.





#2

# Comprehensive Events Management

## We do it all!:

- Conferences, Fundraisers, Galas, Company Retreats, Special Events & More
- Venue Sourcing
- Contract Negotiation (working with your organization's legal consultant)
- Registration
- Speaker Management
- Competitive Vendor Sourcing
- Graphic Design and Event Website Design
- Event Design, Tablescapes & Materials Designs
- Production Schedule Development
- Technical Schedule Development
- Onsite Events Management
- Precautionary safety best practices for events
- Virtual Events available, too! Including webinars, virtual or hybrid in-person conferences and other digital engagements.





## #3 Creative Services

Our event services have extended to script writing, creative direction, as well as video and talent sourcing in collaboration with trusted partners. Nearly every event has a moment where someone is passed a microphone. Our scripts give your event structure and organization, helping to transition sessions, speakers, event phases and moments. Our choice of language will connect your audience to your ideas and purpose.

### Trust Us With:

- Script Writing
- Writing Opening and Closing Remarks
- Event Concept or Brand Launch Storytelling
- Speaker Introductions
- Event Schedule Transition Announcements

### Video Production Management for:

- Event or Campaign Videos
- Brand / NonProfit Introduction Videos
- Product or Service Explainer Videos
- Talent Sourcing



## A review from our client:

“

**The work of Lajoy Plans was phenomenal.** The overall production was seamless, and the true experience of the team shined. The stage and backdrop were designed wonderfully with the organization in mind. The staging set an intimate, yet professional atmosphere. The entire production was professionally done...honestly more than what I could have imagined. The tiniest of aspects were intricately thought through and made important.

The production team set up overnight and then worked straight through the event. They were all so friendly and ready to answer any questions with a smile on their faces.

Throughout the event, there were a few agenda timing changes, and Melva and her team were able to make those changes on the fly with no issues.

Communication from beginning to end was on point and the whole team was highly accessible. Our event came together so well, and our attendees had nothing but great things to say! I highly recommend Lajoy Plans for any and every event!”

— RAHNESIA BEST,  
LEAD CONSULTANT, ENGLISH-HUDSON

[READ MORE TESTIMONIALS >](#)

[VIEW OUR EVENTS PORTFOLIO >](#)

