

FREELANCE SUPPORT FOR AGENCIES & EVENT TEAMS

MORE CAPACITY, WHEN YOU NEED IT

Alasio provides independent, flexible support to strengthen the planning, production, coordination and delivery of event projects.

WHEN YOUR TEAM NEEDS MORE CAPACITY

Peaks in activity, simultaneous projects or tight deadlines may require reliable external support that can move quickly and use sound judgement.

01

AGILITY

Quick start, clear understanding of the project and priorities.

02

CONTINUITY

Consistent follow-up so tasks, suppliers and deliveries keep moving.

03

FLEXIBILITY

Support for a specific event, phase or clearly defined scope.

EXTRA CAPACITY FOR YOUR TEAM

Alisio adapts to each organisation's structure, processes and way of working.

- Event and communications agencies
- Event production companies
- Venues, hotels and event spaces
- In-house events and marketing departments
- Brand activation and experiential agencies
- Hospitality and congress teams
- Trade fair and exhibition organisers
- Companies with recurring event calendars

SUPPORT THROUGHOUT THE PROJECT

Alisio can take ownership of a defined workstream or support the team from preparation through to close-out.

PRE-PRODUCTION

- Briefing, scope and work plan
- Timeline, checklist and documentation
- Venue and supplier sourcing and coordination
- Budget, delivery and materials follow-up

PRODUCTION & DELIVERY

- Team briefings and coordination
- Timings, set-up and on-site operations
- Client, guest and participant care
- Issue management, breakdown and operational close-out

SUPPORT TAILORED TO THE PROJECT

The service is shaped around the scope, duration and level of autonomy required by the team.

01

COORDINATION

Ownership of a defined area or cross-project follow-up.

02

PRODUCTION

Suppliers, logistics, materials, documentation and operational preparation.

03

ON-SITE

Set-up, briefings, timings, teams, guests, issue management and close-out.

04

PROJECT SUPPORT

Support for defined projects, busy calendars or phases with increased operational demands.

WORKING WITH YOUR TEAM

With the autonomy to make progress while respecting your identity, processes and client relationships.

- Collaboration aligned with the agency's identity and processes
- Use of the team's tools and documentation
- Communication with clients and suppliers within the agreed scope
- Remote, on-site or hybrid support
- Support for an event, phase or defined scope
- Confidentiality, professional judgement and clear communication

YOU RETAIN CONTROL OF THE PROJECT

We define the scope, communication channels and level of autonomy from the outset so the collaboration runs smoothly.

ALISIO

- Delivers and coordinates the agreed responsibilities
- Reports on progress, risks, decisions and next steps

AGENCY OR TEAM

- Retains strategic direction and the primary client relationship
- Approves budget, scope and decisions requiring sign-off

WHERE DOES YOUR TEAM NEED SUPPORT?

Tell us what project you are working on
and we will explore how we can help

hello@alisioevents.nl

<https://alisioevents.nl>

Ideas in motion.
Experiences that connect.

alisio | EVENTS &
EXPERIENCES