



SUPPORTING
BUSINESSES
&
ORGANIZATIONS...

One Piece at a Time



Design for Print or Digital

Business/Info Cards
PDFs, Flyers, Posters
Rack Cards, Brochures
Social Media Posts
Social Media Management
Websites



Communications

Email Templates
Monthly/Quarterly Newsletter
Weekly News Blasts
Direct Mailing PDF

Public Relations

Support Person with you at an Event
Representative at an Event You Cannot Attend
Community Relations/Partnership Builder

Networking

Introductions to Prospective Clients & Resources
Collaboration Opportunities
Event Awareness

Business Strategy & Creative Marketing

Market Research
Strategic & Creative Marketing Plans
Data Analysis
Business Planning Driven by Analytics
Time Management Tricks & Tools
Brainstorming Sessions

Event & Project Support

Planning, Executing, & Reflecting
Behind the Scenes Project Support
Office Tasks
"Rent an Assistant"