



# POSH & PRIVATE *event design*

**Texas Historically Underutilized Business (HUB)  
Women’s Business Enterprise (WBE) | Woman Owned Small Business (WOSB)**

## CAPABILITIES STATEMENT

Posh & Private Event Design is a **full service special event management firm** that provides the attention to detail, responsiveness and follow through needed to develop **results-producing event solutions** that have been specifically designed to support event goals and objectives. Comprised of credentialed and seasoned professionals with nationwide event and meeting planning experience, Posh & Private offers comprehensive **Event Project Management**, Event Design, and Event Consulting verticals that enable the seamless execution of executive summits, galas, seminars, trainings, banquets, meetings and milestone celebrations.

## THE POSH & PRIVATE APPROACH

- Methodology** Utilize an internally developed Event Project Management Methodology with proven results
- Industry Expertise** Offer subject matter experts with experience delivering public and private sector event solutions
- Customized Solutions** Develop tailored solutions based on client event requirements, goals and objectives
- Professionalism** Esteemed for our responsiveness and integrated communication model during the event planning process
- Customer Service** Prioritize customer needs and concerns as part of the Posh & Private Experience

<b>CAGE CODE</b> 72EH6	NAICS	81299	All Other Personal Services
	SIC	7389	Business Services, NEC
<b>DUNS NUMBER</b> 079284578	NIGP	96234	Event Planning Services
	UN/SPSC	80141607	Events Management

## PAST PERFORMANCE

- B.E.A.U.T.Y. Mentoring Incorporated
- Department of Defense
- Joint IED Defeat Organization
- Morehouse College National Alumni Association
- National Kidney Foundation
- Office of Science, Department of Energy
- Sisters Network Incorporated
- Spelman College National Alumnae Association
- The Women’s Empowerment Foundation
- Private Individuals (Social Events and Weddings)

## CONTACT

**Brandi Carson** | Chief Executive Officer  
240.601.6794 | brandi@poshandprivate.com

## EVENT SOLUTIONS

- Audio Visual & Lighting Support
- Catering & Entertainment Selection
- Client & VIP Gifts
- Complete Event Project Management
- Décor & Floral Design
- Event Check-In & Registration
- Event Needs Assessment
- Graphic Design & Printing
- On-site Event Management
- Post Event Summaries
- Strategic Event Consulting
- Transportation & Logistical Coordination
- Vendor Selection & Management
- Venue Research & Site Surveys