



A Spoonful of Planning Capability Statement

(443) 845-2043 / info@aspoonfulofplanning.com / www.aspoonfulofplanning.com

Women Owned Small Business

Minority Owned Small Business

About Us:

A Spoonful of Planning is more than an event planning company – We manifest your vision into an experience. As a full-service meeting and event management and planning company for corporate, private, and government clients based in Ellicott City, MD that travels nationally, we consider it a privilege to work alongside you to create engaging and unique experiences that align with your individuality, your brand, you. With years of experience designing events from conception to completion, you can rest assured that your event will be flawless.

Differentiators:

Our team's unique background in professional theatre to large-scale and intimate corporate events with Marriott International, Newseum, and Walt Disney International's Disney Event Group has provided A Spoonful of Planning with a unique perspective of how to successfully provide flawless full life-cycle event management including logistics, production, operations, creative design and conceptualization, and budgeting for special events, meetings, and conferences. We seek to be innovative and creative to best align our clients' goals with event experiences.

We strive to make each client feel as if they are only client through exceptional communication and superior hospitality. Keeping in mind that events are important to our clients, their stakeholders, and audience, we seek to align our planning process to the goals and mission of each of our clients.

Core Competencies:

- **Event Planning**
- **Conferences and Meetings**
- **Workshops and Training**
- **Creative Design and Concept**
- **Green Meetings**
- **On-site Coordination and Logistics**
- **Planning**
- **Venue Site Searches**
- **Registration and Attendee Management**
- **Catering/Banquet/Menu Cultivation**
- **Event purchases (gift/favors, handouts, auction items, giveaways)**
- **Event Project Management**
- **Contracts**
- **Material Production**
- **Vendor Management**

NIGP Codes:

- 962-34-00: Event Planning Services
- 915-23-00: Conference Coordinating and Planning Services
- 915-23-19: Coordinating and Planning Services, Conference
- 915-23-40: Planning Services, Meeting and Conferences

NAICS Codes:

- 812990 – Party Planning Services
- 541611 – Consulting Services
- 561920 – Trade Show Services

Contact Information:

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Owner

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