



## Description

**We offer conference management to organizations seeking a professional consultative relationship.**

**Our company objective is to help individuals, organizations and companies plan and implement their conferences by offering professional management and production services.**

**Our remote production services can include the skills from our team of resource providers for the audio visual, communication and the hospitality requirements for both in-person and unique virtual conference experiences.**

**We have worked with non-profit organizations that provide continuing education to the following market areas: religious and health care. We are available to serve clients that are launching new products and training.**

## Conference Experience

Since 1992 some of the conferences that we have worked on include:

- Catholic Media Association moves each year to a new location (2015-2024+)  
CMC began offering the conference as a hybrid event in 2022 and will continue to offer this model into the future
- Hope Heal Renew – Virtual Conference with co-sponsored by 11 (Arch)dioceses (2020-2022)
- Hawaii Catholic School Teachers Conference – ACCE held Virtually in 2022 and held as a Hybrid in 2023
- Diocese of Las Vegas Conference, Las Vegas NV (2017-2025)
- Faith Formation Conference, (new name) California Catholic Ministry Conference - San Jose, CA (2012-2019)
- Diocese of Orlando Faith Formation Conference – registration services (2016-2018)
- NCCL Conference moved each year to a new location (1995, 2007-2016)
- The Gulf Coast Faith Formation Conference, formerly known as the Johannes Hofinger Conference client was the Archdiocese of New Orleans LA (through 2005) (2012-2016)
- Form/Reform: The Conference on Environment and Art for Catholic Worship (1992 – 2009)
- Established the *first* Mid-Atlantic Conference (established the 1<sup>st</sup> conference in 2012)
- The Archdiocese of Galveston-Houston Catechetical Conference (2009, 2011)
- NCEA Conference-exhibit Hall coordination - (2010-2012)
- Call to Holiness Evangelization Conference, Houston, TX (2009)
- Established the *first* University of Dallas Ministry Conference (established the first conference in 2007)
- The Great Lakes Ministry ASSEMBLY (2003, 2004, 2005)
- The USCCB Client Campus Ministry Programs - Campus Ministry Leadership Institute and Frank J. Lewis Institutes for Campus Ministry Orientation
- The Aurora Illinois Deanery- Liturgy & Catechesis Conference
- The Catholic Collation on Preaching (1995, 1997, 1999)
- The Springfield (IL) Diocesan Adult Education Conference
- The Small Christian Communities Convocation- 2002
- North American Forum International Convocation (1992, 1997, 2002)
- North American Forum on the Catechumenate annual seminars (2000 - 2003)
- The Marianist Interprovincial Assembly - Society of Mary (Marianists)- 2000
- The Great Lakes Pastoral Ministry GATHERING (through the ending in 2000)
- The Heartland Conference (through 1996)
- The Wisconsin Liturgical Conference (through 1996)

In addition to several other conferences have hired us for registration and exhibit services.

We have also worked with:

- IL-IADA Association (2014-2015)
- The Midwest Business Group on Health (MBGH) Annual Conferences (1998-2004)
- The Worksite Wellness Council of Illinois- 2003 Well Workplace Reception & Fundraiser
- The ARB Meetings and Events of New Orleans, LA for a 2006 Emerging Data in the Management of Hepatitis C Dinner Meeting.
- The Pharmacy Benefits Conference (2008)



Terry Wessels, President of T.M. Enterprises, served from Feb 2000 - Dec 2008 as the Executive Director of the Catholic Book Publishers Association, providing professional management services to over 100 Publisher, Service and Individual members. She just completed a four- year term on the Buffalo Niagara NY Customer Advisory Council: is a member of RCMA, IATA and several professional conference management organizations. She served as the Event Coordinator of the Fresh Coast Film Festival, Marquette MI (2016-2020)

Tom Wessels, Vice President, Marketing Coordinator, since 2001. Tom brings his management and marketing experience to the company.

We work with several independent consultants to create the perfect conference experience.

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## **SERVICES PROVIDED**

### **For unique in-person, hybrid and virtual conference experiences**

- I. T.M. Enterprises is able to provide any or all of the following services:
- A. Advertising
    - 1. Advertisements in journals and/or newspapers of your choice.
    - 2. Include your conference on our web site for participants to be able to utilize on line registration. Or create and manage a web site specifically for the event.
  - B. Printing and/or Digital Forms and Documents
    - 1. Brochures
    - 2. Conference Program
    - 3. Handouts as specified by speakers
    - 4. Name tags and Packet Materials
    - 5. Evaluation Forms
  - C. Mailing/Emailing
    - 1. Prepare brochures for mailing and ship to client, if needed
    - 2. Client to provide mailing list. T.M. is also able to assist in preparing lists.
  - D. Registration

Handle all aspects of pre-registration, registration and evaluation.
  - E. Membership and Database Management and Interface

Create new membership systems or work within an existing database management system
  - F. Websites

Create new or work with existing websites for event management services.
  - G. Facilities – for in-person events

Work with client's requests to negotiate event contracts that involve but are not limited to meals, lodging, set-up of needed facilities as well as all determined by client.
  - H. Accounting
    - 1. Able to handle all funds and payments of all bills regarding conference.
    - 2. An accurate budget and final accounting to the client of all funds received and spent.
  - I. Program

Work with client's planning committee as a resource for assessing needs, scheduling, agenda, topics and presenters. T.M. Enterprises will correspond with speakers directly throughout the planning stage of conference and post-conference in addition to sending progress reports as needed.

**T.M. ENTERPRISES**  
is a division of **TM CONFERENCE SERVICES, LLC**  
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J. Evaluation

Provide evaluation tool for participants and speakers and provide to client a compilation of evaluation tool after the conference.

K. Exhibitors

Handle the exhibitors to be present at the Conference. This will include:

1. Contact the exhibitors of the client's choice with input from T.M. Enterprises.
2. Make arrangements with facilities regarding space and set-up for the exhibitors.
3. Be responsible for all exhibitor booths and what is stipulated by each exhibitor.

L. Liturgy-Environment

T.M. Enterprises works with a team of liturgist who can create and develop all aspects of the liturgy, prayer, music, and environment needs of the conference.

M. Progress Reports

1. T.M. Enterprises will release to client up-dated reports of Conference progress.  
T.M. Enterprises and client will determine schedule of reports.
2. Visit by T.M. Enterprises during planning period of Conference as deemed necessary by client and T.M. Enterprises.

N. Unique Virtual & Hybrid Conference Experiences

1. Presenter training for a virtual or hybrid experience
2. Event Dashboard for participants
3. AV and Technical support – from sales to rental of equipment
4. Production Management Services

II. Responsibilities of client -in most cases (T.M. Enterprises will help in any area if there is a need)

- A. Determination of facilities
- B. Determination of sponsors/exhibitors (with input from T.M. Enterprises.)
- C. Determination of presenters, topics, agenda program and conference schedule  
(See I. Program).
- D. If required handling of all areas of that are specific to events (ie Liturgy, Music & Environment).
- E. Publicity through all communications systems available to encourage participation in the conference.

III Financial Arrangements

Client assumes full financial responsibility for event.

- A. Participants fees will be determined jointly by client and T.M. Enterprises to the mutual satisfaction of both.
- B. T.M. Enterprises will receive a fee to be determined after assess the work required.  
This amount covers T.M. Enterprises overhead and fee for services. The client pays for all other expenses directly attributable to the Conference.
- C. Additional expenses other than amount budgeted must be approved by client and T.M. Enterprises.

**Note: The client may choose to use all or only some of the services outlined on this proposal. Fees will be negotiated based on the complete needs of the client.**

Last update: Jan/2023