

# Conference and Event Management Services

*Are you short on time or resources? We can help!*



- Accounting and Financial
- Exhibit Hall Promotion and Management
- Logistics Management
- Agenda and Speaker Coordination
- Sponsor Marketing and Management
- Site Selection
- Registration Management
- Event Promotion
- Onsite and Offsite Coordination
- Evaluating the Outcome

## Testimonial

"We found that hiring AMP was the best use of our resources. Not only did they cost us less than in-house staff, we actually saw an increase in revenues due to their skills in growing the association."

*Lawrence Kaiser, PE  
Charter President  
Southeast Stormwater  
Association*

AMP is full-service management company specializing in events, conferences and association management. AMP was formed by Kurt Spitzer and Danielle Hopkins to meet the specific needs of organizations looking for additional resources. Retaining AMP can lead to enhanced buying power, improved staff efficiency and reduced overhead costs. AMP is located in Tallahassee, Florida with extensive experience in working with a wide range of venues and event service contractors.

We have a history of successfully managing events and specialize in customizing events to meet specific needs. Detailed planning and flawless execution are critical for a successful event. AMP staff combined has over 50 years of meeting planning experience. All of our services are available on an individual or comprehensive basis.

**Let us put our expertise  
to work for you!**



Association Management Professionals

## Contact Us

AMP  
719 East Park Avenue  
Tallahassee, FL 32301  
Phone: 850-222-1034  
Fax: 850-222-4124  
[www.AmpUpToday.com](http://www.AmpUpToday.com)  
[info@AmpUpToday.com](mailto:info@AmpUpToday.com)

**Put AMP staff  
to work for  
you today!**

**Mission Statement:**  
At Association  
Management  
Professionals, we aim  
to build long-term  
relationships with our  
clients by providing  
the highest quality and  
level of service in a  
professional and  
ethical environment.

## Event Staff

### **Danielle Foss Hopkins, CMP**

Danielle Foss Hopkins is a founding partner of Association Management Professionals, LLC. A native of Tallahassee, Florida, Danielle holds a B.S. degree in Business and is a nationally Certified Meeting Professional (CMP). Danielle has managed over 150 events in her career. This experience gives her extensive real world knowledge of all aspects of event planning.



#### Event Experience:

- Big E Day - Education for Certification, Independent Insurance Agents
- Big I Day - Golf, Tennis & Dinner Event, Independent Insurance Agents
- Conference on Volunteerism, Florida Commission on Community Service
- Finding Innovative Solutions Conference, FL Hospices and Palliative Care
- Statewide Sales Conference, Florida Lottery
- Florida Missing Children's Day, Florida Department of Law Enforcement
- Annual and Winter Conferences, Florida Stormwater Association
- Annual Conferences, Southeast Stormwater Association

### **Gwen Erwin**

Gwen Erwin is the Director of Member Services for Association Management Professionals, LLC. Gwen has over 20 years experience working with events and non-profit organizations. Gwen moved from Alaska in 1995. As she began her career in Florida she met one of the founding partners, Danielle Hopkins, and they decided they would make a great team! Gwen's excellent customer service, project and event management, and attention to detail bring depth to the AMP staff.



#### Event Experience:

- *Death by Chocolate*, Florida History Associates, Museum of Florida History
- Florida Missing Children's Day, Florida Department of Law Enforcement
- Annual and Winter Conferences, Florida Stormwater Association
- *Spring-time in the Gardens*, Goodwood Museum and Gardens
- *Founders' Day*, Goodwood Museum and Gardens
- Annual *Musical*, Goodwood Museum and Gardens
- 10<sup>th</sup> Anniversary, Governor's Commission on Volunteerism and Community Svc.
- Passover Seder for 168 FSU students, Hillel at FSU
- Annual Conferences, Southeast Stormwater Association



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