



## Contact:

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## Certifications:



## About Us:

Occasions, Inc. (OI) is a premier, global event management firm providing exceptional A to Z event oversight for government, nonprofit, and commercial organizations. Our customized, state-of-the-art Event Management System includes result-driven planning tools and risk-reduction solutions enabling our team to fulfill the diverse conference, convention, and meeting needs of our clients.

We have a proven, 18-year track record of planning and executing impactful domestic and international events as Certified Meeting Professionals (CMPs) and Certified Government Meeting Professionals (CGMPs). OI provides high-quality support, impeccable customer service, and the best technology so that event objectives are completed on time, on budget, and error-free.

For Federal agencies seeking a prime contractor and companies looking for a superior subcontractor, OI is the ideal event and travel management partner.

## Core Competencies:

### Event Management

Event Strategy and Design, Budget Management, Entertainment Bookings, Registration Management, Food and Beverage, Onsite Coordination and Staffing, Venue Selection and Vendors, Data and Survey Management, Timeline and Production Schedule Management

### Event & Digital Marketing

Branding, Social Media, Website Development, Email Campaigns, Printed Materials, Graphic Design

### Travel Management

Room Block Contract Management, Charter Flights, Domestic and International Hotels and Travel, After-Hours and Weekend Coverage, Group Tours and Excursions, Ground Transportation, Comprehensive Travel Reports, Crisis Management and Risk Reduction, VIP Packages

### Production Management

Expert Directing and Production Services, Comprehensive Audio Visual Services, Webcasts and Webinars, Transcription, Translation, and Interpretation Services, Entertainment and Speaker Bookings, Onsite Coordination, Regulation and Safety Management

### Administrative Management

Receptionist Services, Document Preparation, Data/Asset Management, Email Inbox Management, Receiving and Managing Mail, Calendar Management, Mass Mailings



## Clients:



## Recent Projects:

Project: United States Virgin Islands Governor's Reception  
Client: Office of the Governor, United States Virgin Islands  
Period: January 2023 - February 2023

Project: 2022 and 2023 Eleanor Roosevelt Human Rights Awards Ceremony  
Client: Jobs with Justice  
Period: September 2022 - November 2023

Project: Year-Round Administration & Conference Support Services  
Client: National Bar Association Commercial Law Section (NBA-CLS)  
Period: October 2020 - Present

Project: 2023 Dr. Martin Luther King Jr. Day of Service  
Client: Montgomery County Volunteer Center, Montgomery County  
Period: October 2018 - January 2023

Project: Population Assessment of Tobacco and Health (PATH)  
Client: United States Department of Health and Human Services  
Period: April 2016 - Present

Project: Child Welfare Reviews Project  
Client: Children's Bureau, Administration for Children and Families, DHHS  
Period: March 2016 - Present

Project: National Health and Nutrition Examination Survey (NHANES)  
Client: National Center for Health Statistics, Centers for Disease Control and Prevention, DHHS  
Period: September 2014 - December 2023

Project: National Assessment of Educational Progress Assessment Administrator Trainings  
Client: National Center for Education Statistics, Institute of Education Sciences, U.S. Department of Education  
Period: August 2014 - Present