

inspiring people
& performance



Concierge services

Designed to support the busy PA, event manager or marketing department, Active's Concierge Service provides the support you need, when you need it!



So... when you are over stretched... when you need someone to make the booking... to take care of the detail... to send out letters to the attendees... to be on the ground to greet the guests... and finally to make sure everything goes to plan...
give us a call!

how we can help

Whether you have 8 guests flying into the UK for a meeting, or 10 senior managers needing a weekend retreat for the annual partners' meeting...

...Active can help find the venue, arrange the transfers, meet and greet the guests, book the meeting room and facilities, make the arrangements for dinner and provide a range of ideas to entertain, engage or pamper, as required.

making meetings easier



inspiring people & performance



event support services

If you are entertaining clients, arranging a day out for a team, or need to arrange an awards dinner, we can help...

...Our dedicated team will sort out the details leaving you to get on with other things.

A day out at the races for the sales director and his top clients... no problem

A golf day for 16 at The Grove... don't worry, we will take care of everything - and more!

A guest speaker and entertainment for a party... just give us a call



Chef's table for 8 at 'Marcus Wareing at The Berkeley'... leave it to us

conferences & presentations



Whether you're arranging a number of regional sales conferences, a road-show to present to customers, or simply managing travel and booking arrangements for the delegates... our team can help.

From AV and transportation, to venues and accommodation, our logistics team will make it happen.

how it works

We simply charge a daily rate for time spent and an admin fee which depends on the size and complexity of the job. For further details or specific rates give us a call.