



Support Services

Experience:

Lemongrass Consulting is led by Clovia Hamilton who has more than 25 years of experience providing support services.

Highlights:

Social Media Marketing
Reports
Meeting Minutes
Files Management
Conference Management
Schedule Management
Project Management

Lemongrass Consulting's Support Services include:

- Social Media Marketing
 - \$99/month Social Media Package
 - Network with Primes, Government Buyers, and Teaming Partners
 - Get a Social Media Calendar
 - Daily microblogs in LinkedIn, Twitter, and Facebook
 - Weekly Wordpress Blog
 - Weekly distributed short articles: amazine, ezine, scribd, articlesbase, linkedingroups, yahoo groups
 - Monthly Constant Contact newsletter
- Meeting Assistance
 - Previsit Planning
 - Determine visit dates, purpose, names, titles, organizations
 - Meeting notices and invitations
 - Facility reservations
 - Assistance with lodging arrangements and meals
 - Audio/ Visual support
 - Agendas
 - Handouts
 - Visit Assistance
 - Sign in sheets
 - Meeting Minutes
 - Reports