



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:

- 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
 - Minutes
 - Reports