

# Victoria Lively



Primary Roles: Project Manager, Event Manager, Onsite Manager, VIP Manager, Volunteer Manager, Site Manager, Event Coordinator, VIP Coordinator, Recruiter, Travel Director,

Able to travel? Yes

Company: Independent Contractor

Reach out: [contact@livelymgmtllc.com](mailto:contact@livelymgmtllc.com)

Last Events Worked: Food Shippers of America Annual Conference, Wings and Wheels Charity Event Jet Sale, Copa América Centenario, Hangout Music Fest

Based In: Phoenix, AZ

Three Event Items I Cannot Live Without: Black coffee, power outlet/portable charger, a flashy backpack to carry a bunch of other items I also need

Website: <http://livelymgmtllc.com>

Social Media Links and Bio:

As a former conference services manager, I utilize the knowledge of vendor operations, along with vast travel knowledge and ongoing experiences with a diverse client base to determine what works best for each aspect of an event. This enables me to quickly and efficiently transition into any project. Paying close attention to big picture components, such as budget, venue selection, contract negotiation, travel logistics, and compliance is as important to the overall attendee experience as the on-site execution details including

proper setup, smooth registration, timing of each element, and dissemination of accurate information. From concept creation to program reconciliation, I'm happy to step in wherever needed to devote the skill and attention necessary to ensure a successful event.