



WASHINGTON EVENTS LLC.

The Corporate Savior

Washington Events LLC.

AN INTRODUCTION TO THE FUTURE OF ASSOCIATIONS MANAGEMENT

Experts in Association Management

Washington Events established in 2013, is an associations and events management firm, specializing in corporate meetings, conferences, and special event planning.

We are responsible for the small business and administration management of non-profits, and the development, execution, and management of successful fundraising and special event concepts, as well as engaged in the community and development of inner-city youth.

Our Mission

Washington Events is committed to finding growing potential, cultivating, and distributing it throughout the public's eye for education and entertainment purposes, while providing an advanced networking and professional environment for economic growth and community outreach.

MEET
Willetrea Washington
Certified Events Manager

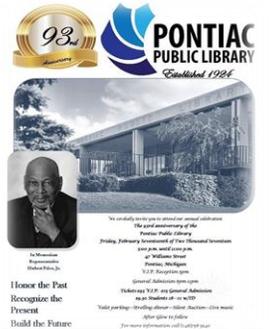


PRESIDENT / FOUNDER
WASHINGTON EVENTS LLC.

Willetrea J. Washington is the president and founder of Washington Events LLC, established in Pontiac, Michigan for the assistance of associations and events management. Specializing in corporate meetings, workforce development forums, conferences, and special event planning.

Over the past eight years Washington Events, has assisted with major corporations, businesses, membership associations and politicians with the arrangements for their nonprofit's, professional meetings, and gatherings.

Along with the opportunity to be hired by Mayor Waterman, on the events committee for the 2018 State of the City Address, City of Pontiac. Ms. Washington has gone on to participate in several political campaigns, fundraisers for the community raising over \$23,000.00, and continued support to local non-profits around the city of Pontiac.



ABOUT W.J. WASHINGTON



In 2018, Willetrea was honored as a Grantee for the **Flagstar's Pontiac's Big Idea Grant Program (PBIGP)** for small businesses, where she received a \$10,000.00 business grant for the expansion of her company. With her combined experience in management, event planning, and marketing – as well as her relationships building and access to resources – Willetrea can offer Washington Events clients with a full menu of provided services.

Willetrea is a mother of three (3), enjoys reading, writing poetry, attending networking events, and spending time traveling with family.

PROFESSIONAL EXPERIENCE

Recently, Ms. Washington held a position with *Meeting Coordinators Inc.*, as one of the Client Account Managers. Her primary responsibilities were the associations management and coordinating of the Marketing Sales Executives of Detroit, yet she was also assigned to assist in various meeting and events that maintained a highly visible role. Demanding extensive customer service skills, a high level of professionalism and willingness to handle all planning and administrative details of meetings and events.

Such organizations include but not limited to:

- ▶ **Detroit Society for Human Resource Management**
- ▶ **Michigan Council of SHRM**
- ▶ **Women in Defense, Michigan Chapter**
- ▶ **Mark Lee & The LEE Group**
- ▶ **Defense Automotive Technologies Consortium (DATC)**



MSED Dinner Meeting

The Female Executive Perspective - A Panel Discussion

MSED Meeting
March 6, 2018



When & Where
 Date: March 6, 2018
 Time: 6:15-8:00 pm
 Member Only Reception
 6:00-6:30 am
 Cocktails & Networking
 6:30-7:00 am
 Dinner
 7:00-8:00 pm
 Panel Discussion & Q&A

Location:
 Marriott Hotel-Southfield

Tickets:
 Member MSED / AWAF / OESA: \$55.00
 Non-Member: \$75

Location:
 Marriott Hotel-Southfield

Panelists:
 Karin Bogacz - Group Customer Director, Valco North America
 Linda Tatalero - Vice President, Global Quality, Mentor
 Shannon Quinn - President, OE Tire Sales, Bridgestone Americas Tire Operations

Moderated by: Julie Freeman, President of OESA

Program Summary:
 Please join MSED members and guests for an engaging evening as we hear from an all-star lineup of successful Detroit-based female executives on their unique paths to success, career challenges, success and what's next. Learn how they've each navigated the corporate world to rise to the top, and how they are planning to attack the dynamic future and challenges we all face. The evening's panelists are some of the most influential women in the automotive industry, but the program will offer insights to all sales and marketing professionals, regardless of your industry or role.

The evening's panelists include:

- Karin Bogacz - Group Customer Director, Valco North America
- Linda Tatalero - Vice President, Global Quality, Mentor
- Shannon Quinn - President, OE Tire Sales, Bridgestone Americas Tire Operations



Driving "Fore" Scholars

Friday - June 22, 2018

REGISTER NOW!
 msedetroit.org

The Rise of Maas: Mobility as a Service

MWD MOBILITY WEEK DETROIT

A Conversation with Detroit's Transportation Leaders and Visionaries

Join MSED on October 8, 2018, as we kick off Mobility Week Detroit (MWD) with a strollin' dinner and insights from a panel of Detroit visionary transportation leaders as they address the rise of Mobility as a Service (Maas). Hear about the future of Maas directly from the people creating it!

Glenn Stevens, executive director of MCHAuto, and vice president of automotive and mobility initiatives for the Detroit Regional Chamber, will moderate the panel consisting of:

- Elliot Darvick, General Manager, Michigan & Ohio, Lyft
- Mark de la Vergne, Chief of Mobility Innovation, City of Detroit
- Lisa Nuszkowski, Founder & Executive Director, MoGo, Detroit's Bike Share



MSED

THRILLS FOR SKILLS

THURSDAY - MAY 24, 2018
 REGISTER NOW!

777 CONCOURSE

WJ-950 TI Automotive beambo MCEL DMG



THE LEADER DOG DIFFERENCE

Like the dogs we train, our goal is to be a leader.

Leader Dog For The Blind Leadership Program
 Wednesday, August 22, 2018

Team Sponsors & Coffee Sponsorship Available
 Register Today!

www.msedetrot.org
 c/o Meeting Coordinators, Inc.

LEADER DOGS FOR THE BLIND **MSED**



MSED **MSED Monthly Meeting** **OESA**

"Fireside Chat" with Ramzi Hermiz,
 President & CEO of Shiloh Industries
 Sponsored By: Original Equipment Suppliers Association

Join us for the latest in our popular Fireside Chat Series, presenting an intimate look at local business leaders and how they achieve world-class results.

On December 6, 2018, Ramzi Hermiz, President and CEO of Shiloh Industries, will share the story of steady growth experienced by the automotive supplier under his leadership and vision.

As a result of Hermiz' leadership and commitment to the environment, not only has Shiloh grown from a regional supplier to a \$1 billion global player, it has strengthened its commitment as a steward of the earth. Conservation of the global environment is evident through Shiloh's many landfill-free facilities, as well as its drive to positively affect the environmental impact of Shiloh's products and processes through improved fuel economy, reduced greenhouse gases and increased recyclability.

Program Summary:
 MSED board member, Jim Nader, will moderate this peek at Shiloh and its charismatic leader, current chairman of the board of the Original Equipment Suppliers Association (OESA) and board member and immediate past chairman of the board of the Automotive Hall of Fame. Hermiz also is on the Board of Trustees of the Rock and Roll Hall of Fame.

Register Today!
 Visit: www.msedetrot.org | 248-643-6590
 c/o Meeting Coordinators, Inc.



Past Events Managed By W.J. Washington

c/o Meeting Coordinators Inc. | Marketing Sales Executives of Detroit - 2018 - 2019

Photo description provided on next page.

MSED Event Listing:

The Marketing & Sales Executives of Detroit Evening of Excellence

Honorees:

- *Matt Cullen Principal, Rock Ventures LLC, CEO, Jack Entertainment LLC*
- *Lon Offenbacher President & CEO, Inteva Products, LLC*
- *Jake Sigal CEO, Tome, Inc.*
- *Larry Alexander Detroit Metro Convention & Visitors Bureau*
- *Nick Skislak President, SS Digital Media Emcee - Ron Fournier Editor & Publisher for Crain's Detroit Business.*

Creating a Customer-Centric Digital Marketing Strategy

Speakers:

- *John Fitzgerald, Senior Director, Digital Services, The Quell Group*
- *Kelsey Cohen, Marketing "Mad Scientist" Marketing Director, Bloomscape*

M1 Concourse "Thrills for Skills" Scholarship Event

MSED 26th Annual Golf Outing to benefit Scholarships - Driving "FORE" Scholars, Shenandoah Country Club, West Bloomfield

The Leader Dog Difference & Summer Networking Brunch

[Listing of photos continues on next page](#)



Events Managed By W.J. Washington between 2018-19



MSED Event Listing Continued.

The Rise of MaaS: Mobility as a Service - A Conversation with Detroit's Transportation Leaders and Visionaries

Speakers:

- Glenn Stevens, Executive Director of MICHauto, and Vice President of automotive and mobility initiatives for the Detroit Regional Chamber
- Elliot Darvick, General Manager, Michigan & Ohio, Lyft
- Mark de la Vergne, Chief of Mobility Innovation, City of Detroit
- Lisa Nuskowski, Founder & Executive Director, MoGo, Detroit's Bike Share

MSED Monthly Meeting "Fireside Chat"

Speaker:

- Ramzi Hermiz, President & CEO of Shiloh Industries

Professional Development Workshop: Do you know how to SELL your company's VALUE?

Presenter:

- Todd Snelgrove, Former Global Vice President

Monthly MSED Board Meetings

Other Events Managed by W.J. Washington:

Detroit Shrm:

- Monthly HR Connects
- Monthly HR Learns
- Monthly HR Webinars
- DSHRM Monthly Board Meetings
- DSHRM Quarterly Conference

MISHRM:

- Michigan Council of SHRM Conference & Exhibition Grand Traverse Resort in Traverse City

Women in Defense, Michigan Chapter:

- Women's Business Forum

Defense Automotive Technologies Consortium (DATC)

- DATC Workshops
- DATC vehicle conference

Listings are of Photos shown only.

ROLES AND RESPONSIBILITIES

- Oversee and facilitate all aspects of meeting planning from site selection, vendor negotiation, event registration, marketing, onsite staffing and post-event reporting
- Work on multiple national meetings, large-scale conferences and events for a variety of clients simultaneously
- Work with Association Executives on digital management of contracts, speaker bios, session descriptions, handouts, RFPs, etc.
- Create and send event marketing communications via email, web, print
- Send and track correspondence with speakers and sponsors/exhibitors
- Coordinate creation of event publications and syllabus materials
- Prepare BEO information with event venues
- Coordinate travel, lodging and expenses for participants traveling to meetings
- Create and manage budgets and collection of registration, sponsorship income and exhibit fees
- Work directly with registrants on problems and inquiries
- Develop and maintain solid relationships with exhibitors/sponsors
- Create/design event materials and signage
- Oversee meeting preparation, supplies ordering and packing/shipping of event materials
- Staff events and manage onsite event registration; includes occasional travel to regional and national meetings
- Data entry and daily administrative functions
- Create invoices and receipts as requested; track expenses for event budget reconciliation
- Create and analyze online evaluations and prepare post-event reports

But not limited to

PAST EXPERIENCE

Ms. Washington, a native of Pontiac, Mi., has well over 12 years of association management experience. She got her professional start as conference director for the **Oakland County Employment Diversity Council (O.C.E.D.C.)**. OCEDC is an Oakland County, non-profit society, organized to provide research and information on diversity and inclusion, serving the entire Southeastern Michigan region helping employers understand how to embrace and utilize the talents of a multicultural workforce. Her role and responsibilities were but not limited to, execution management for special events, registration management for monthly forums and all arrangements relating to their annual and fall conferences. Each conference consisted of more than 350 delegates and over 500 meetings.

She maintained great relations with the board of directors and with their leadership, mastered the function of managing process and people, combining technology with a knack for innovative solutions. Her reputation for thriving in dynamic, high-pressure, and diverse environments has garnered the support of high-level executives and Political Leaders.





The Regional Career/Job Expo
 "Connecting the Best with the Best = Success"

Presented by **O.C.E.D.C.** **MICHIGAN WORKS!** **Automation Alley**

Thursday, May 14, 2015
8 a.m. - 4 p.m.

Struzzello's Banquet and Conference Center
 6950 Rochester Road • Troy

OVER 75 Companies from Southeastern Michigan are Expected to be On Hand!

Technical Positions Available Will Include Experienced and Entry-Level Jobs in the Following Areas:
 • Information Technology • Retail • General Office • Clerical/Administrative • Security • Law Enforcement
 • Restaurant and Hotel Hospitality • Healthcare/Nursing • Manufacturing and Service Industry
 • Education • Business • Human Resources • Other

CANDIDATES Meet and network with top employers from the Metro Detroit Area.
EMPLOYERS Meet and interview a diverse pool of job-seekers with desirable skills and abilities!

Career Development and Educational Training information will also be provided to assist those wanting to improve their knowledge in order to meet the needs of the global economy.

For Further Information Please Visit Our Website At www.ocedc.net or



O.C.E.D.C.
 Oakland County Employment Diversity Council

9th Annual
 Workplace Diversity Conference

"How Top Business Leaders Accelerate Results Through Diversity & Inclusion"

Wednesday, June 8, 2011
 Pontiac Marriott Centerpoint Hotel
 Pontiac, Michigan

Presented by **O.C.E.D.C.** **MICHIGAN WORKS!** **OAKLAND**

Women In Leadership Summit
 "Celebrating Women of Character, Courage and Commitment Over the Years"

Friday, June 20, 2014

The Forum will feature a special civil rights presentation by historian and author Judith Levin Casner.

Featuring Keynote:
Nipa Shah
 Founder & CEO of Jansys Group, LLC

The Panelists:
Leslie Van Pelt
 Director of Management & Budget Oakland County
Brenda Lawrence
 Mayor City of Southfield
Elizabeth J. Carlson
 President, Management Division of Bunka Progress

Topics to be discussed:
 • Success, Challenges and Choices – Best Practices
 • Personal Success Stories – Positive Influences on the Road to Success
 • Strengths, Passion, Commitment, Work Ethic – Necessary Tools!
 • Culture, Environment, Climate – For You to Succeed
 • Pay It Forward – Helping Others on their Journey to Success.

A light continental breakfast and a delicious buffet style lunch will also be available.
 8 am Registration Starts | 12 pm Lunch | 2:15 pm Closing Remarks
 The Oakland Intermediate School District Conference Center
 2111 Pontiac Lake Road • Waterford

Event Fee includes Continental Breakfast and Lunch:
 Single tickets \$50 each, 5 or more \$45 each, 10 Tickets \$400

For more information contact: 248-889-9999 or www.ocedc.net
 or Register Online at www.ocedc.net



O.C.E.D.C.
 Cordially invites you to our
Holiday Mixer

Annual Holiday Mixer
Friday, Dec. 12, 2014
6:00 P.M. TO 9:00 P.M.
 The Crofoot | Vernors Room
 1 S. Saginaw Street, Pontiac MI 48342
 for more information Click Here!



Oakland County Employment Diversity Council (OCEDC)

c/o Washington Events LLC. | OCEDC Workshops, Forums Conferences – 2010 - 2017

Photo description can be found on the website www.ocedc.net.

OCEDC Events Managed by W.J. Washington included:

- Monthly Board Meetings
- Monthly Education Forums (SHRM Credits Approved)
- Quarterly Conferences (SHRM Credits Approved)
- D & I Workshops (SHRM Credits Approved)
- Job /Career Fairs
- Board Elections
- Networking Events & Mixers
- Membership Forums

Additional Services Included:

- Website Management
- Membership Management
- Committee Management
- Vender and Décor Management
- Speaker and Presenter Solicitations & more.

Listing of services are not limited to,



A TRUE COMMUNITY LEADER

Since 2013, Washington Events, has had the privilege of working with and getting to know several corporations and associations; some of which include, *Oakland County, Mayor Waterman and the City of Pontiac, the Pontiac Public Library, The Greater Pontiac Community Coalition, the Committee of 50, The Talent Development Coalition, The Pontiac News, Baker College (Jeff Love), Accent Reduction Institute, Andrew Pettress & Company, Bromberg & Associates, Business Leadership Network of Michigan, Butzel Long, Community Network Services, Cool & Associates, Inc., Michigan Works!, Prewitt Group, State of Michigan, State of Michigan Dept of Human Services, State of Michigan Dept of Labor & Economic Growth* and the list continues.

Washington Events brings a professional, efficient, and time saving solution to the corporate event planning market. We are flexible, service oriented and dedicated to offering our clients a convenient, effective system to make hosting a conference or workshop less consuming, from venue selection right down to the closing statements on event day.





PONTIAC PUBLIC LIBRARY

OPEN HOUSE @ THE LIBRARY
February 5, 2016 4:00—7:00 PM

- 1) Jack & Jill Story Time - 4:30 PM & 6:00 PM
Youth Room
- 2) Science & Technology—Petting Zoo
Teen Room
- 3) Jazz and Refreshments
Auditorium
- 4) Book Sale
Lower Level Book Sale Room
- 5) Pontiac—The Corner Exhibit
Lower Level History Room



PONTIAC PUBLIC LIBRARY Pontiac Natives Author's Series
Sunday May 24 and Tuesday May 26

Oakland UNIVERSITY

Pontiac Public Library and Oakland University are proud to present Pontiac Natives Authors Series, featuring hometown authors Walter Beach III and Valerie Graves with book readings and signing events.

Walter Beach III is a professional football player for both the Boston Patriots and the NFL champion Cleveland Browns of 1964, alongside a good friend of the legendary Jim Brown. Beach's book is entitled "Consider This."

Valerie Graves is a nationally recognized advertising executive who has been named to Advertising Age magazine as "one of the 100 best and brightest" in the business. Graves has developed award-winning campaigns for Ford Motor Company, Burger King, AT&T and was a member of the national AD team for the Clintonville presidential campaign. Graves' upcoming memoir is titled "Pressure makes Diamonds."

Please come and see both authors at one of the following events:

- Sunday May 24, after 8am service, at Welcome Missionary Baptist Church: Meet and greet with Beach & Graves. Walter Beach's book will be available for signing and purchase.
- Sunday May 24, 4-6pm, at the Gallery on the Boulevard at 53 Franklin Road/Pike St.: A reception, reading and book signing. Walter Beach's book will be available for signing and purchase.
- Tuesday May 26, 10am-12pm, at the Robert Bowen Center for the Golden Opportunity Club, 42 Bagley St.: A reading and book signing. Walter Beach's book will be available for signing and purchase and there will be a free lunch served.
- Tuesday May 26, 5pm, at the Pontiac Public Library, 60 E. Pike St.: A reading and book signing. Walter Beach's book will be available for signing and purchase.

None of these Pontiac natives are incoming graduates of the Pontiac public schools who formed stunning memories during their childhood. Walter Beach advanced out of Pontiac high school to become a professional football player.



Snowflake Ball

3rd Annual Teen Snowflake Ball
Saturday, January 28, 6-9pm

Teens, come enjoy our 3rd Annual Snowflake Ball! Wear your best outfit and enjoy an evening of fun, music, dancing, and food. A prize will be awarded for the best outfit. Registration Required!

DYNAMIC WOMEN for **DEIRDRE WATERMAN**

celebrating the launch of her new program for women and participation in the **WOMEN IN LEADERSHIP SUCCESS, EMPOWERMENT & NETWORKING LUNCHEON**

Celebrating Deirdre Waterman's 40th birthday. Mayor of Pontiac

SAT. OCTOBER 21, 2017 • 12:00 - 2:00 PM
377 S. Telegraph Rd. • Pontiac, MI

HOSTED BY:

- Deborah F. Blye, Mayor of Pontiac
- Glenn Anderson, Mayor Pro Tem
- William Washington, Mayor Pro Tem
- Renee Lane, Mayor Pro Tem
- Margaret Jackson, Mayor Pro Tem
- Michelle Williams, Mayor Pro Tem



Save THE DATE

Lavishly Lashed Studio
GRAND OPENING

SATURDAY APRIL 29th 2017

WINE & NETWORKING RECEPTION | 2:00P-3:30P
FREE OPEN TO PUBLIC | 4:00P-7:00P
208 TELEGRAPH RD | PONTIAC, MI 48328

Take advantage of food, great sales, schedule a free skin care consultation, eyelash extensions, makeup and more!

WINE & SPONSORSHIP INQUIRIES EMAIL: LAVISHLASHEDSTUDIO@GMAIL.COM



THE PREMIERE @THE ALLEY

VIEW, VOTE & MINGLE

Join us in the NEW YEAR at the PREMIERE @THE ALLEY on Friday, January 31st at The Alley Cat Cafe for a night of glamour and community support.

SAR 3+ | 6 PM
THE ALLEY CAT CAFE
21 N SADDAM ST. PONTIAC, MI 48322
FREE WITH REGISTRATION | \$5 - \$100

Other Political, Corporate and Community Events

All photos shown in this portfolio have been managed by **W.J. Washington** or Contracted out to **Washington Events LLC**.

Community Events Managed by Washington Events include:

- Women's Empowerment Brunch's
- Business Launch Events (Grand Opening Events)
- Emergency Community Fundraisers
- Political Fundraisers
- Campaign Management & Fundraising
- Social Networking Events
- And MORE...

Listing of services are not limited to,



The City of Pontiac Presents:

GIVE FROM THE HEART

HELP US REACH OUR GOAL OF \$50,000

PONTIAC FOR THE SENIORS OF WEST MICHIGAN

SATURDAY JULY 8TH 12PM TO 5PM
THE BOWEN SENIOR CENTER
52 BAGLEY, PONTIAC MI 48340

A FUNDRAISER BENEFITTING THE SENIORS OF WEST MICHIGAN. THE EVENT IS FILLED WITH FOOD, FUN AND ENTERTAINMENT FROM PONTIAC'S TOP MUSICIANS AND ENTERTAINERS!

OVER 20 ACTS AND COUNTING! INCLUDING:
MELANIE RUTHERFORD, GIVEN FOX,
QUINCY STEWART,
RONNIE OVERTON & FRIENDS,
NEW STRATEGY, JOHN VALENT BOYD,
ADRIAN BASS, GERARD BROOKS & MANY MORE!

ENTRY FEE IS A MONETARY DONATION OF ANY SIZE PER PERSON

RAFFLES FOR PRIZES!

For info, donations or volunteer info: <http://bit.ly/mwGF2>





We are advanced in the use of technology software such as, *Zoom, GoToMeetings, Webinars, Cvent, Skype, RingCentral Video and more.* This is the age of 'real-time' interaction and collaboration, and with the climate of Covid-19 and social distancing, alternative meeting gathering are at an all-time high with little time to waste.

At Washington Events, we pride ourselves in our ability to get to know in-depth each of our clients so that we have an understanding of their business culture. With this knowledge there is an unquestionable business service value added. Washington Events, translates this knowledge into tangible assets for our clients, making each of their events unique to them.

Contact us today!

WASHINGTON EVENTS LLC. | WASHINGTONEVENTSLLC.COM

PHONE: (248) 736-8865 | EMAIL: CONTACT@WASHINGTONEVENTSLLC.COM

VIRTUAL ASSISTANT SERVICES - MEETING COORDINATING - FUNDRAISING - GALA & CONFERENCE MANAGEMENT - NETWORKING EVENTS & MORE!