



INTERNAL EVENT PLANNING AND ENGAGEMENT SUPPORT

DESIGNING AND DELIVERING EVENTS
THAT INSPIRE YOUR PEOPLE AND
AMPLIFY YOUR CHANGE

January 2026



INTERNAL EVENT PLANNING AND ENGAGEMENT SUPPORT

MOMENTS THAT MOVE PEOPLE

We design internal events that build momentum and spark engagement.

From all-staff kick-offs to leadership briefings and change roadshows, we create experiences that connect people to purpose and drive lasting impact.

Our team delivers seamless, strategic event support that turns attendance into alignment.

“

The team invest time in getting to know what's happening around the organisation, what's working, and where the challenges are.

Then they work their magic to really bring ideas to life and communicate key messages in a really engaging and impactful way.

”

HEAD OF DATA MANAGEMENT, GOVERNANCE
AND SKILLS DEVELOPMENT
MINISTRY OF DEFENCE



OUR APPROACH

We combine strategic planning, creative delivery and a people-first mindset to make your internal events land with impact. Whether live, virtual or hybrid, we focus on clarity, energy and alignment with your organisational goals, all while making it easy for your team to deliver.

BENEFITS



Drives awareness and engagement for internal change.



Creates memorable, high-impact experiences for your people.



Supports leadership visibility and strategic messaging.



Builds shared understanding of goals and direction.



Increases morale and a sense of connection.



Lightens the load on your internal teams.

FEATURES

- ✓ End-to-end event planning and delivery.
- ✓ Creative themes and messaging development.
- ✓ Presentation design and speaker coaching.
- ✓ Live, virtual and hybrid event formats supported.
- ✓ Technical support and platform management.
- ✓ Content capture and post-event communications.
- ✓ Aligned to your internal strategy and culture.



SOME EXAMPLES OF OUR CREATIVE SERVICES

GRAPHIC DESIGN

A picture tells a thousand words. Great design will lift your project and help your messages land. We can create a visual identity for your project, and develop a range of accessible resources to build buy-in. We can work with your existing brand or create a whole new look.

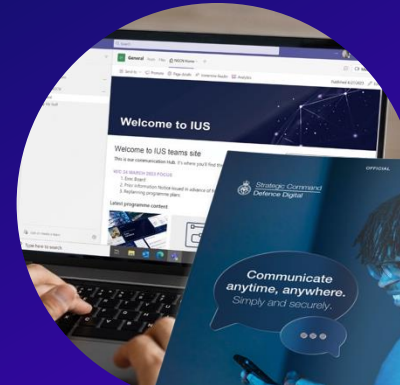
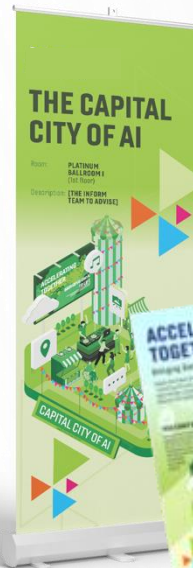
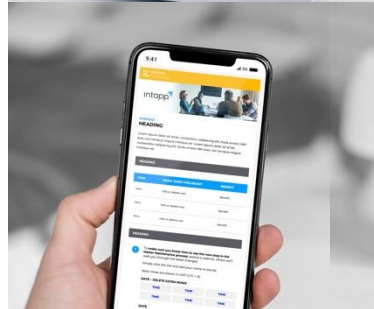
We offer a full range of graphic styles that can bring your vision to life.

PRINTED COLLATERAL & SIGNAGE

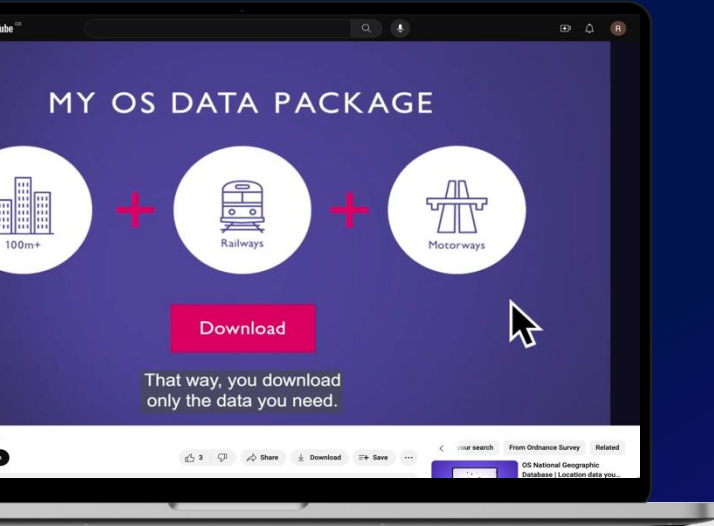
Even in today's world of hybrid working, how you present your project in-person counts. Our team can create signage, digital screens, wall art, desk drops, outdoor marketing, and other print items that capture attention, create touchpoints for interaction, and help your people engage with your program

CREATIVE STORYTELLING

Our ability to create and tell stories is what sets us apart. We transform complex information into memorable, easy-to-follow content to engage your audience. We turn your list of deliverables into a powerful narrative that takes people with you.



SOME EXAMPLES OF OUR CREATIVE SERVICES



VIDEOS & ANIMATIONS

Videos are an effective way to get your point across in a deceptively simple manner. Our team can translate complex ideas into films that captivate and communicate.

From eye-catching animations and engaging training resources to polished podcasts and case studies, we can plan, script, produce and edit video content to propel your programme forward.

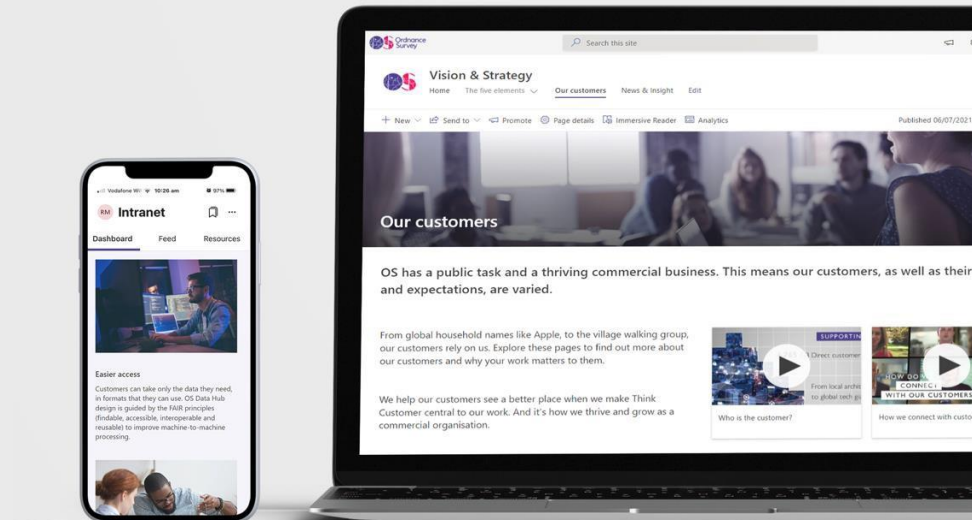
EVENT PLANNING, PRODUCTION & COMMUNICATIONS

Bring your project to life with an event or immersive workshop. Our events team seamlessly manage all aspects of event coordination, to deliver engaging, impactful moments.

From venue sourcing to agenda planning and session development, delegate communications, AV services, event branding, and on-the-day facilitation, the Inform Team can create a stress-free solution for your next event.

WEB & INTRANET

Whether you need a new platform developed, or content created to suit your existing channels, we can deliver. Our copy writers and technical whizzes can make your ideas a reality. Your audience will find eye-catching visuals, concise copy and intuitive navigation.



MIX AND MATCH OUR SERVICES TO **SUIT** **YOUR PROJECT GOALS**

- Strategic communications and engagement planning
- Internal campaigns for change and adoption
- Copywriting and content creation
- Graphic design and illustration
- Video production and animation
- Intranet and microsite build
- SharePoint comms and design support
- Internal event planning and creative support
- Creative studio wrap-around support
- Comms toolkits and branded templates

