



AI FOR EVENT MANAGEMENT & EXHIBITION COMPANIES · DUBAI

From client brief to proposal, crew briefing and post-event report in minutes.

We set up ChatGPT for event management agencies, exhibition organisers and event services companies. It works from your own proposal templates, rate sheets, supplier list and run-of-show format, alongside the WhatsApp groups and spreadsheets your team already runs events on. Your team stays in control: AI drafts, people approve.

For event agencies, exhibition and conference organisers, event services and staffing companies, production and AV teams, and venues.

A client brief, answered the same afternoon

Sample brief and rates for illustration

Client

Product launch for 250 guests, 14 November, Dubai. Evening, cocktail format, stage + LED, 2 speakers, live band. Budget around AED 400k. Can you send a proposal by Thursday?

Your account manager · drafted by AI

Thank you! Draft proposal outline attached:

1. Concept + 3 venue options (all hold 250 cocktail)
2. Stage 12×4 m, LED 8×3 m, sound + lighting
3. Speakers' green room, band, MC
4. F&B: canapés + bar package, 4 hrs

Estimate: AED 365k–410k from our rate sheet.

Two questions: dress code, and is filming needed?

Does this sound like your events team?

Dubai's event calendar does not slow down. Most event companies run on WhatsApp groups, spreadsheets and a few senior people who hold every detail in their heads.

"Can you send a proposal by Thursday?"

Every brief means rebuilding a proposal and costing from scratch, often overnight.

Five supplier quotes, five formats

AV, staging, catering and venue quotes arrive as PDFs, screenshots and voice notes, and need comparing by hand.

Crew briefings that get lost

Temp staff, ushers and riggers speak Hindi, Urdu, Tagalog, Arabic or Malayalam, and a long English message in a WhatsApp group is easy to misread.

Run-of-show version chaos

The schedule changes ten times before show day, and every supplier needs the latest version.

Guests asking the same things

Parking, dress code, timings and plus-ones: hundreds of identical messages in the week before the event.

The post-event report nobody writes

The client wants a wrap-up with numbers and photos, but the team has already moved on to the next event.

Eight ways AI can help your events business this month.

Each one is built on **your** templates, rate sheets, suppliers and past events. You don't need a new event platform.

Sales

1. Brief to proposal & quotation

A client email, RFP or WhatsApp brief becomes a proposal draft in your format, with an estimate from your own rate sheet and the questions you still need to ask.

TODAY

Senior people rebuild every proposal from scratch.

WITH AI

A first draft in minutes, refined by your team.

Procurement

2. Supplier & venue quote comparison

Quotes from AV, staging, catering and venues (PDF, email or screenshot) become one comparison table with gaps, exclusions and your suggested margin.

TODAY

Hours lining up different formats.

WITH AI

One table, with missing items flagged.

Production

3. Run-of-show & production schedule

Notes, client timings and supplier load-in windows become a clean run-of-show and crew call sheet, regenerated in seconds when timings change.

TODAY

Ten versions and someone always has the old one.

WITH AI

One current schedule, rewritten on demand.

Crew & staffing

4. Crew briefings in their own language

Your English briefing becomes short, clear instructions in Hindi, Urdu, Tagalog, Arabic or Malayalam for ushers, hosts, riggers and temp staff.

TODAY

Long English messages, misread on site.

WITH AI

Every crew member knows where to be and when.

Guests

5. Guest RSVP & WhatsApp replies

Questions about parking, dress code, timings and plus-ones answered from your event fact sheet, ready for staff to send, with the guest list updated.

TODAY

The same answer typed hundreds of times.

WITH AI

Consistent replies in seconds, in the guest's language.

Event day

6. Event-day issue log

Voice notes and messages from the floor become a running issue log with owners and times, plus a short summary for the event director.

TODAY

Problems buried in five WhatsApp groups.

WITH AI

One log, and nothing forgotten in the debrief.

Client reporting

7. Post-event report

Attendance figures, feedback, photos and the issue log become a branded wrap-up report for the client, with highlights and recommendations for next time.

TODAY

Late, or never sent.

WITH AI

Sent within days, while the client still remembers the event.

Exhibitions

8. Exhibitor & lead follow-up

Badge scans and business-card photos become a follow-up list and personalised emails, so leads from the show floor don't go cold.

TODAY

A pile of cards nobody follows up.

WITH AI

Every lead contacted within the week.

What your team would actually see.

Three everyday jobs. We can run any of these live with one of your own briefs, quotes or briefings.

Supplier quote comparison

AV for a 250-guest launch · three suppliers

Item	Supplier A	Supplier B	Supplier C
LED 8×3 m	24,000	21,500	26,000
Sound & lights	18,000	19,000	15,500
Technicians	Included	4,800	Included
Total (AED)	42,000	45,300	41,500

Check: Supplier C excludes rigging and the 2-day load-in.

Missing: Supplier B has not confirmed backup power.

Crew briefing in Tagalog

From your English briefing · usher team

Crew lead · drafted by AI

Magandang hapon team! Bukas, 14 Nob:

- Call time 3:00 PM, gate B, all-black uniform
- 5:30 PM: guest welcome sa entrance
- VIP list nasa clipboard, huwag ibigay sa guests
- Tanong? I-message si Ana: 050 123 4567

Usher

Noted po! Kailangan po bang ID sa gate?

Post-event report draft

From your numbers, feedback and issue log

Measure	Result
Registered / attended	310 / 246 (79%)
Guest feedback	4.6 / 5 (88 replies)
Issues on the day	3 logged, all resolved
Budget	AED 392k of 400k

Highlights, photo captions and three recommendations drafted for your review before it goes to the client.

Rates, names, suppliers and results shown are sample data for illustration.

Your know-how, set up once and used on every event.

01

Your business

Proposal templates, rate sheets, supplier list, past run-of-shows, briefing formats and the way you write to clients.

02

ChatGPT, set up for you

We turn that knowledge into reusable Skills and workflows inside your own ChatGPT workspace.

03

Your team approves

AI drafts proposals, comparisons, briefings and replies. Your team checks and approves them before anything goes out.

04

Same channels as today

Send it on WhatsApp or email, or save it to your sheets and shared drive, just as you do today.

05 · WHAT STAYS THE SAME

No new platform to learn. No loss of control.

Keep WhatsApp & your sheets

We work with the tools your team already runs events on. Nothing is replaced unless you want it to be.

People approve

Nothing goes to a client, supplier, crew member or guest without your team approving it.

Estimates, not commitments

Prices come from your rate sheet and are marked as drafts until a manager confirms the margin.

Client confidentiality

Briefs, guest lists and budgets stay in your own ChatGPT workspace and systems, with access you control.

Start with one job. Grow when it proves itself.

One custom Skill

AED 97

One job built on your own material, for example your proposal builder, supplier quote comparison or crew briefing writer.

30-day refund, for any reason.

START

AED 3,500

For the owner and the sales desk.

- Proposals & quotations
- Crew briefings
- Guest replies

GROW

AED 7,500

For the whole events team.

- Everything in START
- Supplier quote comparison
- Run-of-show & schedules
- Post-event reports
- Team training

RUN

AED 15,000

For several teams or events running at once.

- Everything in GROW
- Event-day issue log
- Exhibitor lead follow-up
- Approvals & access rules

START, GROW and RUN are implementation fees. OpenAI subscription charges and optional monthly support are separate. Scope counts are ceilings, not targets.

Let's try it on your next client brief.

Pick the one job that costs your team the most time — proposals, supplier quotes, crew briefings or guest replies. We build it as one custom Skill on your own templates and rates for AED 97, deliver it within a few hours of payment and receipt of the required brief, and refund you for any reason within 30 days after delivery.

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