



VIRTUAL CONCIERGE SOLUTIONS

DIRECTORY OF SERVICES

Gift & Shopping Services

Unique Gift Wrapping
Floral Delivery Arrangements
Locate Hard-to-Find Items
Holiday Shopping Help
Book & Music Searches
Posters & Memorabilia
International Products

Electronics Purchasing
On-line Customized Shopping Sites
Specialty Gift & Food Baskets
Unique Gift Delivery Ideas
Personal Shopping Services
Balloon Bouquets
Personal Shopping

Client Gifting Programs
Singing Telegrams
Fashion Consultant Services
Children's Gifts
Food Products
Household/Domestic Outfitting
Wine Concierge

Personal Services

Housecleaning
Spa Reservations
Nanny & Babysitting Searches
Personal Security
Pet Services
Moving Services
Sports Lessons
Key Date Reminder Services
Decorating Services
Landscaping Services
Automotive Services
International Customs Advice
Formal Wear & Costume Rentals
Messenger & Courier Services
Plant, Art & Furniture Rentals
Realtor Services
Banking Services
Relocation Help
Car Washing & Detailing
Dry Cleaning & Laundry
Fitness Trainer & Massage Therapy
Estate Planning
Physical Therapy
Eldercare
Errands of All Types!

Entertainment Arrangements

Concert & Theatre Tickets
Sporting & Special Event Tickets
Private Club Arrangements
Restaurant Reservations
City Calendar & Event Schedules
Customized Private Tours
Private Wine Tasting & Lectures
Client Visit Coordination
Tee Time & Tennis Court Scheduling
Wedding Proposal Planning
Major Event Packages
Family Entertainment
Fashion Shows
Family Visit Coordination
Private Cooking Classes
Concession Tickets

Party & Event Planning

Wedding Coordination /Planning
Bar/Bat Mitzvah, Confirmation
On-site Breakfast & Luncheons
Event Design & Implementation
Decoration Rentals
Floral Displays
Custom Invitations
Specialized Chefs
Bartenders & Servers
Catering Management
Management Meeting Planning
Photographers
Party Favors & Gifts
Theme Parties
Anniversaries & Birthdays
Family and Class Reunions

Information Services

Stock Quotes
Weather
Driving Directions
Emergency Services Information
Company Information
Sports Scores
Flight Arrival & Departure Times

Travel Coordination

Hotel & Resort Arrangements
Creative Weekend Getaways
Villa, Home & Condo Rental
Spa, Golf & Tennis Vacations
Translators
Performing Arts & Events
Children's & Family Activities
Limousine & Sedan Arrangements
Unaccompanied Minor Travel
Cruise Packages
Adventure & Safari Vacations
Passport & Visa Assistance
Private Drivers, Docents & Guides
Car & Van Rentals
Travel Security Assistance
Vacation Home Arrival Prep

Meeting Planning & Business Services

Site Selection
Hotel Arrangements
Food & Beverage Arrangements
Conference Registration
On-site Concierge Services
Conference Materials
Entertainment
Professional Speakers
Multi Media /Audio-Video Arrangements
Off-Site Dining
Conference Gifts
VIP Arrangements
Promotional/incentive Materials
Social & Recreational Activities
Computer Rental & Repair
RSVP List Maintenance