



## Support Services

### Experience:

Lemongrass Consulting is led by Clovia Hamilton who has more than 25 years of experience providing support services.

### Highlights:

Social Media Marketing  
Reports  
Meeting Minutes  
Files Management  
Conference Management  
Schedule Management  
Project Management

Lemongrass Consulting's Support Services include:

- Social Media Marketing
  - \$99/month Social Media Package
  - Network with Primes, Government Buyers, and Teaming Partners
    - Get a Social Media Calendar
    - Daily microblogs in LinkedIn, Twitter, and Facebook
    - Weekly Wordpress Blog
    - Weekly distributed short articles: amazine, ezine, scribd, articlesbase, linkedingroups, yahoo groups
    - Monthly Constant Contact newsletter
- Meeting Assistance
  - Previsit Planning
    - Determine visit dates, purpose, names, titles, organizations
    - Meeting notices and invitations
    - Facility reservations
    - Assistance with lodging arrangements and meals
    - Audio/ Visual support
    - Agendas
    - Handouts
  - Visit Assistance
    - Sign in sheets
    - Meeting Minutes
    - Reports