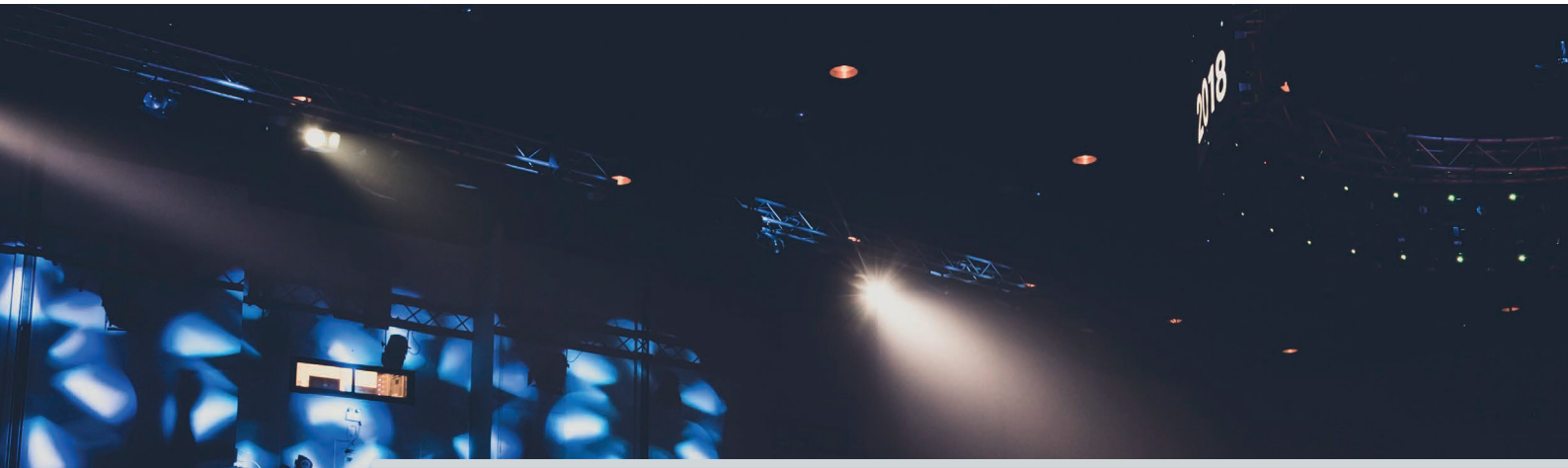


COMMUNICATIONS

COMPANY PROFILE





ABOUT US

JL Communications' is a 100 percent Female Motswana owned, all-round lifestyle based executive event planning and management company that focuses on corporate events, exhibitions, fundraisers, gala dinners, workshops, seminars, conferences and private functions. We pay attention to detail and our devotion is to see every event from beginning to end while adhering to the vision, budget and client's needs. From a 3000+ person gala dinner to a small private function JL Communications has experienced it all. Our Management skills, Experience & creative elements are the parameters that make us win. Our management concept is that management is not just about getting work done through people but also developing people through work to create ownership. We make it our prime concern to know our clients goals, working close at hand with clients from concept to fulfillment to produce a distinctive and memorable event.

COMPANY MISSION & VISION

VISION

JL Communications' aims to be the foremost and premier Event Management Company in Botswana, putting together the most illustrious quality events that set the standard for Event Production, moreover setting the trend for the industry.

MISSION

To dispatch top-level experience to our clients, surpassing their expectations through groundbreaking ideas and the conveyance of stellar services.





OWNER & LEAD PLANNER

Jacqueline Ontekotse Portuondo is a strong willed, self-motivated individual with a drive to provide a high standard of customer service delivery, having a strong discipline in hotel management training through Cresta Group of Hotels in Botswana, South Africa and Zimbabwe. She has also worked and gained experience in the advertising industry; working for Horizon, Saatchi & Saatchi and Optimum McCann Erickson. In 2000, I took a giant leap of faith and established my own company, subsequently founding JL Communications in 2010.

"I am very creative and know how to coordinate then execute an event to ensure that everything goes according to plan."

My excellent communication skills makes it easy for me to listen and ask the right questions to find out exactly what the clients are searching for. Once I know what a client expects from the event, how many guests will be invited, VIP attendance and so forth, I can then move to coordinate the event to match the client's description perfectly. I have the experience needed to determine what type of facility should be used for the event based on the number of guests and the exact nature of the event; furthermore I have the connections needed to contact the best vendor services for the event, while staying within the allowed budget.

I possess outstanding leadership and management skills that make it easy for me to put together all types of high level events in a timely and efficient manner working alongside my dedicated and hardworking JL Communications' team. My astute professional skill set and industry knowledge is invaluable to any client I work with.



PROFESSIONAL SERVICES OFFERED

Event Planning Services

- Corporate events and meeting planning
- Conferences and destination meetings
- Gala dinners and fundraisers
- Themed events
- Trade-fairs
- Pop-Ups and exhibitions

Project Management

- Budget creation and management
- Venue booking and contract negotiation
- Catering and Menu creation
- Supplier/ Vendor Management
- Event Logistics
- Delegate hospitality
- Speaker and sponsor management

Corporate Travel

- Team Building
- Destination Management (Excursions)
- Accommodation and Hospitality

Add-On Services

- Event Registration setup, Management and Analytics
- Brand creation, PR and Marketing (Digital & Print)
- Translators
- Audio Visual Equipment
- Travel & delegate transfer
- Floor Plan layout & Décor
- Graphic designing
- Event entertainment and stage management

Some of the Major Project Experience (From Inception -2000 - 2024)



BOTSWANA NURSES UNION



Contact Details

JL Communications Pty Ltd

Company Registration NO: BW00000011266-00-05-93

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Email address : info@jlc corp.co.bw / jacqui@jlc corp.co.bw

Website : www.jlc corp.co.bw

Bank Name: FNB

Account Name: JL Communications

Account Number: 6266 1934 979

Branch Name: First Place

Branch Code: 281467