




Where Hospitality Meets Excellence

Welcome

A group of five Black women are smiling and posing together. They are all wearing bright yellow short-sleeved uniforms with a small logo on the left chest. The woman on the far left is wearing glasses and a black headband. The woman on the far right has her arm around the woman next to her. They are all looking towards the camera with warm expressions.

Welcome to **HebronEDGE Ushering Agency**, where we blend hospitality with excellence to create unforgettable experiences. Rooted in our faith, we strive to embody the teachings of Jesus Christ in every interaction, ensuring that every event runs smoothly and leaves a lasting impression on your guests. As it is written in Colossians 3:23-24, "Whatever you do, work heartily, as for the Lord and not for men." We are dedicated to serving you with the utmost professionalism and love.

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Our Story

Our journey began with official registration on February 13, followed by the launch of our operations on February 14. Rooted in faith, we recognize that our foundation is Jesus Christ, guiding our mission and values (Proverbs 3:5-6).

We saw a significant gap in the event management industry: event organizers often struggle to find reliable and professional ushering services. This challenge leads to disorganized events and unsatisfactory guest experiences, underscoring the need for a dedicated agency that prioritizes quality service (1 Corinthians 14:40).

Understanding the impact of poorly trained ushers on event management and client satisfaction, we set out to create a solution. HebronEdge Ushering Agency is committed to filling this void by providing comprehensive ushering services designed to ensure smooth event operations (Colossians 3:23-24).

Our approach includes:

- **Rigorous Recruitment and Training:** We prioritize the selection and training of our ushers, instilling values of integrity and excellence. (Proverbs 22:29)
- **Advanced Operational Tools:** Utilizing cutting-edge tools to streamline event management and enhance guest experiences. (Ecclesiastes 9:10)
- **Quality Control and Safety Compliance:** A strong emphasis on quality assurance and adherence to safety standards. (Philippians 4:8)

We tailor our services to meet the unique needs of each event, ensuring that every aspect of the guest experience is managed with care and professionalism (Romans 12:10). Guided by our faith, we are dedicated to transforming events into memorable experiences, reflecting the love and grace of Jesus Christ for both organizers and guests alike (Matthew 5:16).

Our Vision

To be the premier ushering agency recognized for transforming events into unforgettable experiences, setting the standard for excellence in service, and fostering a culture of trust and innovation in the event industry. "Commit to the Lord whatever you do, and he will establish your plans." - *Proverbs 16:3*

Our Mission

To provide exceptional ushering services that elevate events, create memorable experiences, and exceed client expectations through professionalism, efficiency, and a commitment to excellence. "Whatever you do, do it all for the glory of God." - *1 Corinthians 10:31*

01

**Rooted in
Christ**

Rooted in Christ:

Our foundation is built on faith in Christ Jesus. "So then, just as you received Christ Jesus as Lord, continue to live your lives in him, rooted and built up in him."
Colossians 2:6-7

02

Integrity

Integrity:

We uphold the highest standards of professionalism. "The integrity of the upright guides them."
Proverbs 11:3

03

Excellence

Excellence:

We strive for perfection in every detail. "Whatever you do, work heartily, as for the Lord and not for men."
Colossians 3:23

04

Team Work

Teamwork:

We work collaboratively to achieve success. "Two are better than one, because they have a good reward for their toil."
Ecclesiastes 4:9

05

Innovation

Innovation:

We embrace creativity and new ideas to enhance our services. "Behold, I am doing a new thing; now it springs forth."
Isaiah 43:19

Services offered

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01 Event Guest Management

- Welcoming guests
- Checking guest lists
- Assisting with seating arrangements

02 Venue Coordination

- Overseeing venue setup and layout
- Ensuring proper signage and directions

03 Guest Services & Crowd Control

- Providing information and assistance to guests
- Handling special requests or needs
- Directing flow of guests
- Ensuring safety and compliance with venue regulations

04 Registration and Check-In

- Managing event registration processes
- Distributing event materials (badges, programs)

05 VIP Services

- Special attention to VIP guests
- Coordinating access and amenities for VIPs

06 Corporate & Social Event Ushering

- Conferences
- Seminars
- Product launches
- Weddings
- Anniversaries
- Private dinners
- Parties
- Galas

07 Event Planning & Management Services

- Full Event Coordination & Logistics
- Comprehensive planning and execution
- Venue sourcing and decoration
- Managing relationships with vendors
- Overseeing supplier deliveries and services
- Creating and managing budgets
- Ensuring adherence to financial plans

08 Training & Development Services

- Usher Training:
 - Professionalism, etiquette, and protocol
 - Customer service excellence

Our Management

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Our Team | HebronEDGE

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Our experienced and professional staff are passionate about creating memorable experiences and ensuring seamless event execution. Guided by the principles of teamwork and service, we reflect the spirit of Philippians 2:3-4, which encourages us to “do nothing from selfish ambition or conceit, but in humility count others more significant than yourselves.” With a focus on attention to detail, strong communication skills, and a commitment to excellence, our team is the perfect partner for your event needs.



Invoice / Quotation Determinants

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- **Event Type:** Description of the event (e.g., wedding, corporate event, conference, concert).
- **Event Date:** Date(s) of the event.
- **Event Time:** Start and end time of the event.
- **Event Location:** Venue or address where the event will take place.
- **Guest Count:** Estimated number of attendees.
- **Contact Person:** Name and contact details of the person in-charge on the event day.
- **Number of Ushers Needed:** How many ushers the client requires.
- **Specific Roles:** Any specific responsibilities or roles for the ushers (e.g., greeting, guiding guests, managing seating).
- **Dress Code:** Any specific attire or uniform requirements for the ushers.
- **Additional Requests:** Any other information the client wants to provide or we need to know.

Booking Process

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This section is going to guide the you on how to book our services.

- 01 Contact us via phone, social media, email, or website.
- 02 Provide event details (date, time, location, type of event, number of guests, etc.).
- 03 Receive a personalized quote.
- 04 Review and sign the service agreement.
- 05 Make a 70% down payment or full payment to finalize bookings.
- 06 Confirm final details and usher assignments.

NOTE: All calls, messages, and emails will be responded to within 48 hours.

Payment & Cancellation Terms:

1. Full payment is due 3-5 days before the event date. Failure to make full payment means the client has breached these terms, and the cancellation policy will be applied.
2. Accepted payment method is through the HebronEdge Ushering Agency Mobile Money number or bank accounts, with a copy of the receipt sent to us for confirmation.
3. Cancellation of bookings should be made at least 7 days prior to the event to avoid a 15% cancellation fee on the deposited amount.

Why Choose us

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Choosing **HebronEDGE Ushering Agency** means selecting a team that is not only skilled in event management but also deeply rooted in faith. We believe that every event is an opportunity to serve others and glorify God, as stated in 1 Corinthians 10:31: "Whatever you do, do it all for the glory of God."

- 1. Faith-Based Service:** Our foundation in Jesus Christ guides our operations, ensuring that we approach every task with integrity, compassion, and commitment. We believe in serving others as an act of worship, as stated in Colossians 3:23-24: "Whatever you do, work heartily, as for the Lord and not for men." Our team is dedicated to reflecting His love in every interaction, making your event a true reflection of His grace.
- 2. Excellence in Execution:** We adhere to the highest standards of professionalism, striving for excellence in every detail, as encouraged in Colossians 3:23.
- 3. Tailored Solutions:** We understand that every event is unique, just as each person is created in the image of God (Genesis 1:27). Our services are customized to meet the specific needs of your occasion, ensuring a seamless experience for you and your guests. As Proverbs 16:3 reminds us, "Commit to the Lord whatever you do, and He will establish your plans." We strive to align our services with your vision, trusting that God will guide us in creating the perfect event.
- 4. Experienced Team:** Our staff undergoes rigorous training, equipping them with the skills necessary to manage your event effectively. In Proverbs 22:29, we are reminded that "Do you see a man skillful in his work? He will stand before kings."
- 5. Commitment to Community:** We believe in the power of hospitality, echoing the call of Hebrews 13:2 to "show hospitality to strangers," ensuring every guest feels welcomed and valued.



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Where Hospitality Meets Excellence

Conclusion

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At **HebronEdge Ushering Agency**, we are more than just a service provider; we are a family united by faith and a passion for excellence. Guided by the teachings of Christ, our mission is to transform your events into unforgettable experiences that reflect His love and grace. As we are reminded in Matthew 5:16, "Let your light shine before others, that they may see your good deeds and glorify your Father in heaven."

We invite you to partner with us as we strive to serve you and your guests, creating moments that will be cherished for years to come. Together, let's make every event a celebration of hospitality and excellence, honoring God in all that we do (1 Corinthians 10:31).

To book us, contact:

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 **HebronEdgeushering.com**

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Connect with us



@HebronEDGE Ushering Agency