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To Whom It May Concern:

Ms. Kelley Parlier was retained by the American Orthodontic Society in January, 2006 as a meeting planner through her company "Your Event Solutions". She reports to the Executive Director with responsibilities that include all planning for our national association's annual meeting. I was initially impressed by the intuitive manner she approached all duties, grasping the details and culture of our organization faster than anyone who had worked with us in the past.

Ms. Parlier is a superb and finely detailed planner, from negotiations with the hotel to staff information books, to the actual events. All contingencies were anticipated and back-up plans addressed ahead of time. She is also calm under pressure, a trait required for successful planners. Her ability to think clearly and make "mid-course adjustments" during the frenzy of a large meeting is outstanding. She portrays a calm and professional manner which is essential with the medical community which our association serves.

Ms. Parlier is creative and a solid communicator. She knows how to manage an association's limited budget, yet stage events, tours, and dinners that sparkle with creativity. I listened to her ideas and very quickly gave her a green light to make planning decisions. However, her greatest asset may be her communication skills. She's articulate, commands respect from all levels of the organization, and shows a special ability to communicate with professional firmness and effectiveness.

Clearly I am impressed with Kelley Parlier's unique skill set, enthusiasm, and commitment to the client. If you have any questions, feel free to contact me at 972-234-4000.


Tom Chapman, CAE
Executive Director