



AllowMe

Lifestyle Management Services



**“We are committed to delivering total client satisfaction through excellent service with professionalism and dedication as the foundation for Allow Me. The mission of Allow Me is to provide our clients with a full range of personal and corporate concierge services. Our intention is to exceed the expectations of our clients.”**

Chris Southwell, Founder

## About Allow Me

Allow Me is a concierge service which provides dedicated bespoke personal lifestyle management and corporate concierge services.

We offer trustworthy, professional and efficient lifestyle management services so that our clients have more free personal time and peace of mind.

Allow Me is owned and operated by Chris Southwell. Chris founded and ran a UK based winter sports events company while pursuing a professional snowboarder career in Verbier, Switzerland.

Having worked as house manager for HRH The Duke of York and Sarah, The Duchess of York in Verbier during the winter season, Chris has the ability and experience to deal with all manner of client requests. Chris possesses outstanding problem solving, organization and multi-tasking skills. He has excellent time management skills and knows exactly how things should be done.

Chris is also type 1 diabetic but has never let this slow him down. He organized the largest group of diabetics ever to summit Kilimanjaro. Chris likes to prove that having diabetes should not stop sufferers from living their lives to the full and achieving even their wildest dreams. Chris's efforts to improve people's lives with diabetes have been recognized by the International Diabetes Federation when they made him a world diabetic hero.

These experiences, taken as a whole, provide Chris with a wealth of practical knowledge to deliver high quality personal assistant services to the highest standard.



**“Chris organized my 30th birthday party here in Zurich. He took care of each and every single detail, was very professional and very responsive at any time. I would not have been able to organize such a big party in addition to my daily work and I am thankful to have now amazing memories of my birthday thanks to Chris.”**

Marion Schnyder, Associate at Baker and McKenzie, Zurich

## Personal Concierge Service

Allow Me will take care of whatever needs to get done. The only limit to what we will do is the customer's imagination (and the legality of the request!).

Juggling daily responsibilities can be stressful and time consuming. We can help. Allow Me will give you back your most valued commodity - time. We work with clients individually and will do whatever is necessary to customize a solution for their needs. Allow Me provides one-call problem solving, time saving, organizational and personal assistant services.

Here is an example of some of the services we offer:

### Entertainment

Allow Me is your one-stop shop for all your entertainment needs...

- Entertain/planning of itineraries for out-of-town guests
- Party/event organization
- Purchase tickets to theatre, music or sporting events
- Catering for lunches, dinner parties and other events
- Children's entertainers
- Anything else, please let us know

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### Travel

Wouldn't it be nice to make one call rather than ten to arrange travel bookings!

- Weekend breaks
- Hotel accommodation
- Tailor made holidays
- Boat/yacht charters
- Ski/snowboard holidays
- Anything else, please let us know

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### Events

Allow Me offers bespoke event planning to individuals and corporate clients.

We can help you with every aspect of planning and organising your event, from idea generation to execution. If you have already planned your event but would like to enjoy it rather than worrying about it on the day, Allow Me can also provide on-site assistance, hosting, managing service providers and ensuring attention to detail.

Allow Me specialises in designing bespoke, sophisticated and memorable events from dinner parties to baby showers, anniversary/engagement parties, weddings, birthday parties, BBQs, wine tasting and corporate events.

At Allow Me we understand the importance of personal attention and seamless execution to make any event, large or small, a success for our clients.



## Home, Family & Domestic

Help around the home doing all the tasks you don't want to do

- New mum assistance
- Handyman services for household repairs/garden maintenance
- Baby sitting and child minder services
- Key holding service
- Airport pick ups
- Help with household management
- Manage your airbnb/rental bookings while you're away
- Moving assistance
- Anything else, please let us know

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## Personal

When you need a personal assistant or extra pair of hands to help, we can provide the perfect support. No task is too big or too small.

- Look after your wellbeing e.g. Arrange massage, manicure/ pedicure, personal trainer etc.
- Provide special occasion reminders and gift ideas
- Collect a prescription, post office errands, get keys cut...
- Help with any matters that you don't have the time to do
- Order flowers and arrange delivery
- Anything else, please let us know

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## Errand Running

When it comes to errands, most of us have a long "to-do" list but not enough time to get it done.

- Collect shopping or home deliveries
- Car maintenance – changing tyres/servicing/valet etc.
- Locate "hard to find" items
- Pet walking/exercise
- Collection/return of rental equipment
- Accept/schedule deliveries
- Anything else, please let us know

**“Christopher Southwell is a first rate, loyal and kind man. He is always prepared to go the extra mile, and having worked for The York Family for a good period of time, here in Verbier, Switzerland, I could not recommend him more. Christopher is one of the most caring and responsible people, I would trust him completely with all paperwork, household and family life. I wish him the very best in all his future, and will always be with to support him through his life.”**

Sarah, Duchess of York

## Bespoke Corporate Concierge

Through our corporate concierge service, we support our clients to meet their business objectives, enhance brand perceptions and to build on customer and employee loyalty. We can arrange any travel and hospitality requests for your company and your clients, coordinate business retreats, social events, employee benefit packages/gifts and much more....

Allow Me has a passion for corporate concierge and is one of the reasons we are located in the international business hub of Switzerland. We listen, take time to understand your requirements and offer support from planning, organizing and executing your requirements to ensure complete satisfaction. We customize each package exclusively for our clients. We have experience in assisting large organizations and private wealth funds. Discretion, efficiency and reliability are of the utmost importance.

Here is a short summary of the type of corporate services Allow Me can help you with:

- Plan meetings
- Coordinate event details and catering
- Organise all arrangements for clients when they come for meetings/visits
- Arrange business travel
- Chauffeur and limousine services
- Executive assistant services
- Entertaining clients
- Organise social/team bonding events
- Employee concierge packages which include all the services we offer to personal clients.

Allow Me works closely with high end worldwide partners to provide a service of the highest quality for our clients.

**“Allow Me is always available to provide that extra set of hands. Chris has delivered an extremely professional and reliable service and whenever I don’t have time to do something, or to get somewhere I know I can count on him.”**

John Pullicino, Senior Legal Counsel, FIFA



## Membership

### Why Become a Member?

Upon becoming a member of Allow Me, we will seamlessly become a part of your life, getting to know you and your personal preferences.

Our members receive a highly tailored **bespoke** service that is proactive and pre-empts their lifestyle needs. We will do our best to get you what you want wherever and whenever you want it and provide you with a complete dedicated lifestyle management service.

We tailor corporate membership to the needs and scale of your organization, to ensure that corporate membership can be highly-cost effective.

### Allow Me Membership Benefits

Members will be charged an annual fee of 375CHF. The fee will include:

- Central point of contact for members
- 1-hour free concierge service for administrative assistant per month (worth 480CHF a year)
- Membership discounts with our partners
- Discounted rate for all additional services (40CHF instead of 60CHF per hour)
- Customized service to the individual depending on their needs and requirements
- Given priority over non-members at busy times
- No extra charge for public holidays and late services

## Pricing

### Our Policy

As each service is personal to the individual or organization and varies depending on duration, complexity and timing, the fee we charge will be worked out individually.

While we will always do our best to accommodate your request and have no minimum notice requirement, all services are subject to availability.

### Our Fees

Our fees are calculated on an individual basis depending on the service required.

Fees by the hour are charged at:

- Hourly rate for non-members: **60CHF**
- Hourly rate for members: **40CHF**

Non-members will also have a surcharge of 25% for services past 20.00h and on public holidays.

### Corporate Pricing

We offer competitive corporate rates for business. As each corporate member's needs are specific the fee will be worked out on an individual basis.

### Gift Cards

The gift of time! This is a very popular gift for the person who has everything but time on their hands.

“We found Chris highly responsive and a pleasure to deal with. He is someone who engenders trust at the outset so you can simply leave him to get on with things without any worry. As a full time executive and mother, Chris’ help is priceless in helping me balance my work and other commitments and enable me to have more quality time with my family.”

Cara Atha, Zurich Insurance Group

“Chris looked after us beautifully during our first visit to Klosters. From where to stay, to hire skis, to finding guides, and looking after the family... He made the trip as smooth and hassle free as possible. He was incredibly helpful and knowledgeable. Thank you!”

Stella Tennant, Supermodel

