Olson Events Services Overview

# Full-Service Event Coordination

Olson Events offers full-service event coordination, ensuring that every detail is meticulously planned and executed. This service includes everything from the initial concept to the final moments of your event. We take care of venue selection, vendor management, design implementation, timeline creation, and day-of coordination. Our goal is to provide a seamless and stress-free experience, allowing you to enjoy your event without any worries. Our fee for this comprehensive service is 10% of the total event costs.

# Partial Planning

For clients who have begun their planning but need expert guidance to bring everything together, our Partial Planning service is the perfect solution. Starting at $4,500, this service is ideal for those who have a vision for their event but require professional assistance to ensure every detail is aligned. We provide vendor recommendations, budget management, timeline creation, and day-of coordination. Our team works closely with you to fill in the gaps, ensuring a smooth and successful event.

# Event Design

Our Event Design service focuses on the aesthetic and thematic elements of your event. Starting at $650, we collaborate with you to create a cohesive and visually stunning experience. From color schemes and floral arrangements to table settings and lighting, we handle every detail to ensure your event reflects your unique style. Our team of designers works diligently to bring your vision to life, creating an atmosphere that leaves a lasting impression on your guests.

# Day-of Event Coordination + Pre-Planning Meeting

This package is perfect for clients who have planned their event but need professional support on the day itself. Starting at $1,700, it includes a pre-planning meeting to finalize details and ensure all elements are aligned. On the day of the event, our team will be on-site to manage everything, from vendor coordination to timeline execution. We handle any last-minute issues, allowing you to focus on enjoying your special day. Our goal is to ensure that your event runs smoothly and that every detail is executed flawlessly.

# Rental and Vendor Sourcing

Olson Events takes the stress out of sourcing rentals and vendors with our dedicated service. Starting at $350, we manage all logistics, from furniture to technical equipment, ensuring that all necessary elements are in place for your event. We work with a network of trusted vendors to provide high-quality and timely delivery of all rentals. Our team handles all communications and contracts, ensuring that everything is aligned with your vision and expectations.

# A La Carte Services

Olson Events offers a range of a la carte services to meet the specific needs of our clients. These services can be added to any of our packages or selected individually to provide targeted support where you need it most.

## Venue Sourcing

Our Venue Sourcing service is designed to help you find the perfect location for your event. We work closely with you to understand your vision and needs, then identify and secure a venue that matches your criteria. Our team conducts site visits, negotiates contracts, and ensures that the venue meets all logistical requirements.

## Lodging Coordination

We manage lodging arrangements for your guests, ensuring convenient and comfortable accommodations. Whether it's securing hotel blocks or coordinating with local hosts, our team handles all aspects of lodging coordination. We ensure that your guests have a pleasant stay and that their needs are met throughout their visit.

## Travel Coordination

From flights to local transportation, Olson Events handles all travel logistics to make your event hassle-free. We coordinate with travel providers to arrange transportation for you and your guests, ensuring timely and efficient service. Our team manages everything from airport transfers to shuttles, so you can focus on enjoying your event.

## Honeymoon Planning

Let Olson Events plan the perfect honeymoon getaway for you. Our Honeymoon Planning service includes everything from destination selection to itinerary creation. We handle all bookings, reservations, and special arrangements, ensuring a romantic and unforgettable experience. Our fee for this service is $850 plus 3% of overall costs.

## RSVP Management

Managing guest RSVPs can be a complex task, but Olson Events makes it simple. Our RSVP Management service includes tracking responses, managing dietary preferences, and coordinating special requests. We ensure accurate guest counts and handle any last-minute changes, so your event runs smoothly.

# Consulting Services

For clients seeking specific advice, Olson Events offers consulting services at $100 per hour, billed in 15-minute increments. Our consulting services cover various aspects of event planning and management, providing expert guidance to help you achieve your event goals.

## Timeline Creation

We develop detailed timelines to keep your event on track. Our team works with you to create a comprehensive schedule that covers every aspect of your event, ensuring that everything runs smoothly and on time.

## Venue Assessment

Our experts evaluate potential venues to ensure they meet your needs. We assess everything from location and accessibility to amenities and capacity, helping you make an informed decision.

## Contract Review

We review vendor contracts to safeguard your interests. Our team examines all agreements to ensure they align with your expectations and that there are no hidden terms or conditions that could impact your event.

## Budget Review

We help optimize your budget, ensuring maximum value for your investment. Our team provides detailed budget analysis and recommendations, helping you allocate resources effectively.