

Olympia Blooms Floral & Event Creation, LLC

Services

Event Planning & Coordination

- **Initial Consultation:** Discuss style, mood/vibe, desires, priorities, and the budget.
- **On-going Communication:** I will check in on my clients and schedule meetings, however, if you need my opinion, want to send me photos, or just need to talk about your event, I am here for you! If I am available, I can also sit with you for vendor meetings and appointments.
- **Venue Search:** I will find venues in the area you wish to stay within, in your budget and that will suit your guest count. For the top contending venues, I can schedule appointments for a tour of the property and be there to ask questions and go over pricing details.
- **The Design:** This is where my specialty lies, is finding unique ways to express each of your personalities and your vision; into a personalized day that is all about you two and the love you share! Once we discuss your visions, what you do like, and what you don't like, I can run with my ideas to create the ambiance, and aesthetic features you are looking for. I will present to you what I have in mind, from big picture moments to smaller details. I will use the look of your venue, and the vibe from the attire to create a flowing, and breathtaking event. Yes, I can help with attire recommendations too!
- **The 2nd Consultation:** This is where we can finalize plans for your event. This should be done 4 weeks before your event date.
- **Budgeting & Contract Clarifications:** I will look over vendor contracts, negotiate services if needed. I will also give you advice on budgeting to stay within your limit.
- **Vendor Recommendations:** I have been in the business for a while and have worked with some really awesome vendors. I will recommend to you, the talented vendors, that I think would fit in well with your vision. The typical vendors needed for your wedding are stationary, photographer, videographer, DJ, catering, bakery, rentals, officiant, hair and makeup, and bartending, etc.
- **Hotel & Shuttle:** I can recommend nearby hotels and negotiate a room block reservation and price. As well as a shuttle service from the hotel to the venue for your guests.

- **Event Timeline:** I will help you create a timeline for your event, to make sure your day flows smoothly. A detailed vendor timeline will be dispersed via email the week of your event. I will also keep track and work closely with your other vendors to make sure they are on the same page.
- **Card & Gifts for Transportation:** I will ensure that your items are to be in the designated area at the end of the night.
- **Assistance with Decor Set-up and Breakdown:** I will set up all of the decor, and place it back where it needs to be at the end of the night.
- **Unlimited Day of Coordination:** I will be there from start to finish!

Up to 100 guests

1500.00