



OLIVIA SLOAN
EVENTS

Wedding Services

The following is a list of services provided by Olivia Sloan Events, intended to give you an idea of what is included in the different levels of service.

Price will vary depending on event location, size, complexity, and other factors.

The list of services is not comprehensive, so if you need something that is not listed, please ask!

We are happy to provide additional services or a custom quote.

Full-Service Planning

Starting at \$8,000

Services begin upon booking and are delivered through the wedding date.

- Unlimited communication via email and phone
- Up to 10 consultation and planning meetings
- Budget development & management
- Checklist development & management
- Guest list management
- Event design consultation & styling
- Etiquette consultation
- Ceremony & reception layout plans
- Vendor research & recommendations
- Up to 5 vendor meetings
- Vendor contract negotiations and contract management
- Assistance with menu development
- Up to 3 venue walk through meetings
- Vendor coordination throughout planning process
- + All items included with Day-Of Wedding Coordination



DAY-OF COORDINATION

Starting at \$2,500

Available to answer questions and provide general information upon booking. Services begin approximately 4-8 weeks in advance of the wedding date.

- 1 planning meeting and 1 venue walkthrough/final details meeting
- Develop timeline for wedding party, family, and vendors
- Vendor confirmation and coordination for the day of the wedding
- Personal direction for the wedding rehearsal (up to 2 hours on mutually agreeable date)
- Personal direction for the ceremony and reception (up to 12 hours on wedding day)
- Coordinate/direct ceremony and reception set up
- Coordinate/direct ceremony and reception clean up/tear down



 **SOUND
ORIGINALS**