



## The Pink Olive Open Bar

### Full Event Planning

#### OVERVIEW

This package requires the least effort and coordination on your part. It's as hands-off as you'd like it to be. Your creative input and suggestions are welcome and encouraged, but leave all the details to us.

#### DETAILS

- Immediate access to our exclusive event planning portal
- Monthly planning calls with itemized agendas
- A customized task list to help keep you organized and in-the-know
- Assistance creating a theme and/or color scheme that can be incorporated seamlessly into your event
- Comprehensive budget planning and tracking of deposits, balances due, important dates, etc.
- Floor plan layout
- Gathering and coordinating vendors that best fit your event theme or vision
- Everything from the Event Day Management Package