



Tolo Events Services Overview

Tolo Events creates, designs and produces live event experiences. Our customized personal service provides each client, whether a non-profit, company or individual, with an amazing event that is distinctly theirs.

Founded in 2002, we bring our clients years of experience in all facets of event services including comprehensive event logistics, creative services, production and design, fundraising strategy and on-site support.

With offices in Pittsburgh and Seattle, we are able to produce events nationwide and have resources that enable us to create amazing events wherever our clients need us. Our approach helps our clients to convey their mission, message and brand to their audiences through memorable experiences and interactions.

We make big ideas happen and we build relationships. Our staff and contractors are our biggest asset and our reputation depends upon our ability to deliver quality customer service to our clients, vendors and event guests. We continually strive to create an environment where customer service excellence thrives and is rewarded so our team of professionals consistently:

- Anticipate needs
- Make educated recommendations and decisions based upon our experience
- Foresee challenges and consequences and respond/react appropriately
- Follow through effectively on tasks and responsibilities
- Contribute to an enjoyable guest, client and vendor experience
- Contribute to the overall success and achieve the goals set forth by our client

We work hard, we have fun, we exceed expectations.

Below is a sampling of the services that we provide. We look forward to partnering with you and appreciate the opportunity to support your efforts.

Thank you!
The Tolo Events Team

Planning and Event Services

Event Fundraising Consulting

Fundraising Strategy Creation and Facilitation
Live Auction Marketing
Table Captain and Guest Stewardship Strategy
Live and Silent Auction Procurement Planning
Auction Software Management and Data Entry

Event Management, Marketing & Logistics

Project Management and Timeline	Name Badge Production
Budget Management	Security Management
Site Selection and Contract Negotiation	Sponsorship Coordination
Venue Management	Transportation Coordination
Vendor Research and Management	On-site staffing
Food and Beverage Coordination	Attendee Check-In
Volunteer Coordination	Day of Event Coordination
Guest RSVP Data Coordination	Permitting acquisition as required

Event Collateral and Marketing

Event Communication Strategy & Planning
Collateral Production Management
PR Strategy & Planning
Social Media Strategy & Planning
Pre-Event and Post-Event Marketing
Video Production Management

Décor Design & Creative Services

Décor Design and Installation
Overall Theme Development
Linens, Draping, Centerpieces, Lighting and Stage Design
Floor plan Creation
Rentals Coordination

Production, Media & Entertainment

A/V, Lighting and Staging Production Management
Video Screen Content Creation
Production Schedule Creation
Entertainment Booking and Talent Management
Rider Fulfillment and Backline
Speaker Management
Event Scripting and Messaging Facilitation