

EVENT MANAGEMENT SERVICES

YOU CHOOSE THE THEME...WE BUILD THE DREAM

THEME CONCEPTION

The professionals at Balaban's Event Design are trained to do what so many professionals overlook...listen. We listen to your overall goals and concerns and work from there to customize a theme that will help your attendees achieve the ultimate benefits of your meeting/event.

CUSTOM PROPS

If it exists in your head, we can make it! We specialize in building props from scratch. All it takes is a healthy combination of creativity, resourcefulness and attention to detail. No matter how impossible your dream prop may seem, we've got what it takes to bring it to life...just the way you envisioned it!

TABLESCAPE DESIGN

Our team collectively agrees that our favorite part of this industry is the ability to recreate the wheel. In so many sales jobs, your taught "not to recreate the wheel, just get it done." Well we believe that being inventive assures our clients the once in a lifetime experience they hire us to create. Why have dinner on blue tablecloths when you could have a feast in the stars...catch our drift?

VENUE DESIGN & LOGISTICS

Once you've found the perfect venue for your event, it's all the little details that really leave your attendees saying "wow!" We can customize a perfect design that truly captures the energy of the event you're looking to host. From traffic flow and control to color schemes, there's so much more to design than just pretty things. It comes down to the science of color psychology and visual interest that truly captivate your audience.

VENDOR CONTRACT NEGOTIATION

For just about any product or service you may wish to secure, from caterers to caricature artists, we can set the wheels in motion for you. We will make sure they are reputable, handle all pricing negotiations and most importantly, stay on top of your bookings to make sure each vendor is on point.

CUSTOM FLORAL DESIGN

We can custom create any design you dream of. You don't have to know about flowers for us to create what's in your imagination. We will guide you through the process and deliver excellent quality floral from bouquets and arches to perfect centerpieces. Prices are based on seasonality and availability. Call us for a quote!

GENERAL COORDINATION FEE

Some companies charge per phone call, per consultation, per modification...but we just don't believe in that. Simply put, plans change and we're 100% equipped to roll with any changes that may occur and keep the process seamless. We charge a one-time coordination fee that covers those "little things." If you need help finding the perfect dress, a shoulder to lean on through the process, have questions and want answers, we're right there through the whole process. As soon as you book with Balaban's Event Design and for years to come as we develop a lasting relationship, we're here for you through it all!

ON-SITE COORDINATION

We will handle the coordination of all vendors, make sure each guests knows where to sit and most of all, we make sure your only purpose on the day of your event is to enjoy each guest and to focus on the subject matter. Travel, room and board must be handled in advance were applicable.

ADDITIONAL SERVICES

- Wall & Ceiling Treatments
 - Floral
 - Balloons
- Photography Procurement
 - Photo Booths
- Videography Procurement
 - Disc Jockeys/Emcee's
 - Prop Rental
- General Event Staffing & Labor Needs
 - Tradeshow Logistics
- Tradeshow Booth Décor & Design
 - Entertainment Procurement

If there's a service you're in need of that's not listed on here, just give us a call at (702) 202-4797 or email us at info@balabanseventdesign.com.