



With over two decades of experience producing live theatre, nationally recognized program management skills, and a dependable, lively hosting style, we are the best solution for your event needs!

Services & Rates

Hosting - Contracts include up to **two virtual planning meetings and one rehearsal**.

- **Virtual Events:** \$75/hr
- **Standard Rate:** \$150/hr
 - **Discount:** 10% off for returning customers and nonprofit organizations after 5+ hours
- **Multi-Day Rate:** \$600/day (maximum of 6 hosting hours per day).
 - Additional hours beyond the daily maximum are charged at the standard hourly rate.

Day of Event Management/Coordination

- **Standard Rate:** \$75/hr (minimum of 2 hours; maximum of 6 hours)
- **Day Rate:** \$500/day (maximum of 8 hours)
- **Multi-Day Rate:** \$750/day (8-hour daily maximum)

Additional hours beyond the daily maximums are charged at the standard hourly rate.

Event Planning

- **Smaller Events (Budget under \$15,000):** \$1,500 flat fee
- **Larger Events (Budget \$15,000 or higher):** Fee equals **10% of the total event budget**.

Fee includes initial consultation, event design, timeline creation, vendor coordination, and day-of planning oversight. **Rates vary based on the size and scope of the event.**

All event planning and management packages include up to **three virtual meetings** to discuss event details, progress, and final preparations.

All services include **ongoing email support**. Additional consultations or revisions beyond the included services will be billed at **\$50/hour**.



Premium Add-Ons (Optional):

Event Branding: \$750 flat fee (includes custom logo design, development of branding materials such as social media templates and signage mockups, cohesive event collateral suggestions like fonts and colors, with additional revisions or customizations billed at \$100/hour).

Event Videography: \$500 flat fee (includes sourcing and coordinating with a professional videographer, as well as ensuring coverage aligns with event goals).

Event Photography: \$400 flat fee (includes sourcing and coordinating with a professional photographer).

Rehearsal Facilitation: \$200 flat fee (includes coordination and direction of pre-event run-throughs).

Scriptwriting or Pre-Event Content Creation: \$150 per hour.

*These items are designed to elevate your event while keeping the experience stress-free.
Prices vary based on the scope of your needs.*

Travel & Lodging

Travel costs will be estimated and included in the initial contract. Additional travel-related fees incurred during the event will be invoiced post-event, with payment due within 30 days of the invoice.

Portland Metro

- Booking includes travel up to 30 miles or 1 hour round trip.
- Travel exceeding 30 miles is reimbursed at \$0.655/mile.
- For trips 50+ miles, a gas or Uber stipend (starting at \$50) may apply.
- Tolls and parking fees are reimbursed by the client.
- Accommodations must be provided if an overnight stay is required.

National/International Travel

- The client is responsible for 100% of travel and lodging costs.
- The client must provide in-town transportation for the event team (e.g., rental car, carpools, public transit fare).



Additional Terms

- **Deposit Policy:**
 - A 50% deposit is required to secure your booking.
 - The remaining balance is due 7 days before the event.
- **Cancellation Policies:**
 - **Client-Initiated Cancellation:**
 - Deposits are non-refundable.
 - For cancellations 7 days or more before the event, 50% of the total fee is refunded.
 - No refunds for cancellations made less than 48 hours before the event.
 - **Nik of Time-Initiated Cancellation:**
 - A full refund is issued if Nik of Time cancels due to organizational issues or illness.
 - No refunds for cancellations caused by acts of God, client-caused issues, or circumstances beyond control.
 - **Event Rescheduling:**
 - Events may be rescheduled with 14 days' notice if Nik of Time is available.
 - Rescheduled events are subject to a 10% increase of the total event rate.
 - If Nik of Time is unavailable, the deposit will remain non-refundable, but the remaining balance will not be due.
- **Rush Fee:**
 - A 25% surcharge will apply to bookings made within 10 days of the event date.
- **Additional Services:**
 - Moderating panels, keynote speaking, team-building facilitation, or other custom services are available upon request. Rates will be provided based on the scope of the request.
- **Scope Adjustments:**
 - Any additional services or significant changes to the agreed-upon scope will be subject to additional fees. These fees will be discussed and agreed upon prior to implementation.

What are you waiting for?

Your best event is just around the corner! Reach out today at NikofTimeProductions@gmail.com to chat about your next event. Let's create something unforgettable together!