



7704 Leesburg Pike
Falls Church, VA 22043

Phone: 703-903-9797
Fax: 703-903-8850

Inform. Strategize. Connect.

WHO WE ARE

Odell, Simms & Lynch, Inc. performs a full range of functions for meetings and events of all sizes. Whether increasing an organization's visibility, initiating a series of inward investment meetings, or raising charitable contributions, our events achieve our clients' objectives and support their larger goals and missions. We work closely with our clients from start to finish on any and all aspects of their events.

Our unique assets and capacities include:

- Research to Determine Appropriate Date, Time, Location and Invitees
- Site selection and On-Site Walk-Throughs
- Invitation Design, List Development and Mailing
- Targeted Event Publicity
- Contract Negotiation
- Attendee Confirmation, Registration and Follow-Up
- On-Site Trouble-Shooting