

Final Stage (Day of Event) Services

Event Preparation

- Meet with family about 1-2 months prior to event to confirm all family planned details and ensure nothing is forgotten. Secure back up plans as needed
- Retrieve client items (favors, giveaways, religious items, etc...), organize, transport to venue the week of the event.
- Pre-check all technicals (montage tested, ensure vendors have back-up power, batteries and alternate circuits at venue)
- Quarterly checklists emailed to keep host on target.

Vendor Management

- Communicate with all vendors, develop itinerary and keep everyone on task
- Develop room layouts as needed
- Arrange final payments and applicable gratuities
- Coordinate set/strike times and direct vendors upon arrival & throughout event
- Ensure guest list matches seating board/cards
- Arrange and schedule applicable vendor meals

On-Site Extras

- Placement of attendee place cards/board. Confirm meal selection per guest reservation with caterer
- Collect GOH gifts, including young adult speech presentations
- Verify and manage floor plan (# chairs per table, table names) and ensure special requests are handled
- Sweet table set-up-basic.
- Pack up of gifts, extra food and event props . Transport items either in family car or planner can drop off items.

Full Event Planning Services

All the above plus...

Event Conceptualization

- Collaborate on event and theme that works within creative desires and budget
- Consult on money saving techniques (we average 12% savings on unnecessary event expenses!)

Vendor Relations

- Attend and consult at all recommended vendor meetings
- Negotiate contracts on behalf of client
- Benefit from applicable RelEvent Productions vendor relationship perks. *Here is where the savings are!*

Host Experience

- Assist with invitations: selection, assembling, mailing or event landing page development (Ask us how this works!)
- Manage the attendees & subsequent seating arrangements
- Arrange out of town guest transport, gift baskets, accommodations

Miscellaneous Services

- Option to utilize RelEvent Productions Tier one candy/dessert display items: risers, platters, apothecaries, canisters and scoops.
 - Includes set-up. Extra sweet table attendant required if booking Tier II. Candy not included
- Purchase all prizes, giveaways and/or favors on behalf of client, if desired
- Email master planner and quarterly checklists to keep hosts on target.
- Unlimited correspondence including meetings & calls

All-Inclusive Planning Services

In addition to your celebration, let us handle everything pertaining to your event

Pre-ceremony Shabbat dinner Make-up and hair appointments Dress/suit fittings
Post Mitzvah brunch Out of town guest transportation Absolutely Everything!

What People Are Saying

Thank you so much for helping me plan a very special event in our lives. The weekend was absolutely fabulous.... everything was perfect! Very glad that I found you! Thank you again for everything!

Amy, Hal & Harrison Unterberger

I was so happy Lauren was available to help out for my daughter Maddy's Bat Mitzvah party. I was able to thoroughly enjoy the evening without worrying about a thing.

Julie Moss

There simply is no better event planner around! Lauren and her team are incredible, and you will welcome the peace of mind you'll have knowing that all aspects of your event, even the smallest details, are important and get handled with care. I'd give 10 stars if I could!

Geoff Horwitz

Just wanted to thank you for all of your patience, hard work and incredible kindness. You made something overwhelming and stressful, become fun, organized and exactly what Jonathan wanted. It was a great evening and we will forever be grateful.

Karin Shapiro

Lauren is what made our special event unforgettable. She was helpful, easygoing, and didn't miss a thing! Everything came together perfectly and we were able to enjoy our evening. Lauren will be the first person I call for any event planning!

Julie Sommerfeld

I did all the planning for my son's Bar Mitzvah. Then, the week before, I realized that I had a ton of "behind the scenes" work being done during the service (balloon delivery, catering delivery, photo booth delivery, entertainment set up, etc, etc, etc.). I panicked! How was I supposed to enjoy the service without knowing that everything would be set and ready when we all stepped out?

The answer: LAUREN!!! She literally saved the day (and my sanity). She even handled the "no show" photo booth (please ask her the name so you don't use them!) for me. Because of Lauren, our day was spectacular and I was able to enjoy every minute of it. I cannot recommend her enough.

Michelle Edison

Thank you for helping make Alexis' day so special and allowing my husband and I to just enjoy and be with our guests! Lauren handled all the details of my party, came up with some fabulous recommendations and saved me where I thought it was going to be outrageous. I am sad it is all over!

Beth Chiet

SERVICE EXTRAS

TRANSPORTATION OF ITEMS

If transportation of event items exceeds a standard SUV load, an additional trucking and technician fee may be applied.

SWEET TABLE OPTIONS (See Sweet Table Sheet)

Tier I Package is included in FULL SERVICE PACKAGE
or can be added to FINAL STAGE PACKAGE

Tier II Package

- Enhanced sweet table service items
- Additional sweet table staff member

EXTRA STAFF

Based on the complexity of the event, additional on-site help may be required or desired.

TRAVEL FEE/PARKING

- Events further than 20 miles from our home office in Deerfield, IL will be subject to a travel fee. Rate is .55 cents per mile and is calculated for both directions.
- Any venue which has a fee for parking is responsibility of client.

All pricing and package elements on these sheets are subject to change until booked.