

2023-2024 Planning Guide

LR EVENTS

FULL MITZVAH PLANNING PACKAGE

\$5,000 - \$8,000



***Custom quotes prepared for each client.
Pricing is based on size and scope of event.*

LOGISTICS:

- ASSIST WITH PROCUREMENT OF ALL VENDORS INCLUDING BUT NOT LIMITED TO;
VENUE
DJ
PHOTOGRAPHER
GAMES
CATERER
- HELP RESEARCHING/BOOKING ROOM BLOCKS + TRANSPORTATION
- ADVISE ON HOTEL BAGS + DELIVERY OF HOTEL BAGS (ASSEMBLY IS BILLED SEPARATE)
- REVIEW ALL VENDOR CONTRACTS AS NEEDED
- SET UP AND ATTEND SITE VISITS AT ALL VENUES
- ADVISE ON, AND HELP SELECT INVITATION SUITE AND EXECUTE CORRECT WORDING, ETIQUETTE, VERBIAGE ETC.
- CREATE DEDICATED GOOGLE DRIVE FOLDER FOR EASY ACCESS TO ALL EVENT RELATED DOCUMENTS (CONTRACTS, FLOOR PLANS, GUEST LISTS ETC.)
- CREATE AND MANAGE BUDGET SPREADSHEET (HOUSED IN GOOGLE DRIVE)
- USE ALLSEATED EVENT PLANNING SOFTWARE TO MANAGE RSVP'S, GUEST COUNTS, FLOOR PLANS, SEATING ASSIGNMENTS, ALLERGY NOTES AND MORE.
- CREATE DAY OF (EVENT) TIMELINE FOR ALL VENDORS + ADVISE ON EVENT FLOW
- MANAGE TIMELINE LEADING UP TO EVENT (I.E. WHEN TO ORDER INVITATIONS, WHEN TO HIRE EACH VENDOR, PICKING OUT RENTAL ITEMS, SENDING OUT INVITATIONS, FINAL COUNTS TO VENDORS + MORE)
- DAY OF ONSITE COORDINATOR;
POINT OF CONTACT FOR ALL VENDORS
MANAGE VENDOR ARRIVAL + DEPARTURE TIMES
OVERSEE VENDOR LOAD IN + LOAD OUT
MANAGE AND RUN SCHEDULE OF EVENTS

DESIGN: HELP CONCEPTUALIZE OVERALL THEME + HOW TO FULLY INCORPORATE INTO EVENT

- DESIGN/CREATE IDEAS FOR CENTERPIECES, TABLES, COCKTAIL HOUR SPACE, BARS, FOOD SERVICE AREAS, ENTRYWAYS, FAVOR DISPLAYS, PHOTO OPPORTUNITIES AND MORE