

Event Proposal

Wittgoff Real Estate

EVENT TYPE

Corporate Event

GUEST COUNT

125

TIMELINE

To be determined;
client is flexible on
dates.

Event Vision

Professional and memorable

Event Details & Logistics

Comprehensive planning ensures every logistical element aligns with your vision and objectives.



Location & Venue

Venue Selection: We'll identify and secure the perfect venue that matches your event scale, style, and accessibility requirements.

Backup Plans: Alternative venue options and contingency plans for any unforeseen circumstances.

Accessibility: Full ADA compliance and accommodations for all guests.



Event Objectives

Primary Goals: Corporate Event focused on team building, celebration, and company culture strengthening.

Success Metrics: Attendee engagement, positive feedback, and memorable experiences.

Expected Outcomes: Enhanced team morale and strengthened professional relationships.



Target Audience

Primary Attendees: 125 Wittgoff Real Estate team members and stakeholders.

Demographics: Professional workforce across all departments and seniority levels.

Special Considerations: Dietary restrictions, accessibility needs, and cultural preferences.



Setup & Layout

Event Layout: Reception-style setup with designated areas for mingling, dining, and entertainment.

AV Requirements: Professional sound system, lighting, and presentation equipment.

Flow Design: Strategic layout ensuring smooth guest movement and engagement.

Key Requirements

Based on our analysis, here are the essential elements for your event success.



Venue in Chicago, IL capable of accommodating 100-150 guests.

Carefully planned and executed to perfection



Event atmosphere to be professional and memorable.

Carefully planned and executed to perfection



Catering and audio/visual capabilities appropriate for a corporate event.

Carefully planned and executed to perfection



Event design to align with Wittgoff Real Estate's professional brand.

Carefully planned and executed to perfection

Service Packages

Choose the perfect package tailored to your vision and requirements. Each package builds upon the previous with enhanced features and services.

	RECOMMENDED	
<h2>Essential</h2> <p>Perfect foundation for memorable events</p> <p>\$22,400</p> <p>\$179 per person</p> <ul style="list-style-type: none">✓ Professional event coordination✓ Venue selection & booking✓ Standard catering package✓ Basic audio/visual setup✓ Event timeline management✓ Day-of coordination	<h2>Signature</h2> <p>Enhanced experience with premium touches</p> <p>\$28,000</p> <p>\$224 per person</p> <ul style="list-style-type: none">✓ Everything in Essential, plus:✓ Premium catering with dietary options✓ Enhanced decor & ambient lighting✓ Professional photography (4 hours)✓ Welcome reception setup✓ Branded event materials✓ Post-event cleanup	<h2>Premium</h2> <p>Luxury experience with white-glove service</p> <p>\$36,400</p> <p>\$291 per person</p> <ul style="list-style-type: none">✓ Everything in Signature, plus:✓ Luxury catering with chef stations✓ Custom decor & floral arrangements✓ Full photography & videography✓ Live entertainment coordination✓ VIP guest management✓ Custom event app✓ 24/7 event support

Investment Breakdown

Transparent breakdown based on our recommended Signature package, showing how your investment creates exceptional value.

Service Category	Details	Investment
Event Coordination	Full-service planning and management	\$5,600
Venue & Logistics	Space rental and setup coordination	\$7,000
Catering & Beverages	Premium menu with accommodations	\$9,800
Audio/Visual & Entertainment	Professional AV and ambiance	\$4,200
Photography & Documentation	Professional event photography	\$1,400
Total Investment	Complete Event Package	\$28,000

Ready to Begin?

Our streamlined process ensures your event planning journey is smooth, transparent, and stress-free. From initial consultation to event day execution, we're with you every step of the way.

1

Review & Discuss

Take time to review this proposal in detail. We'll schedule a consultation call to discuss your vision, answer questions, and explore any customizations that align with your specific goals and requirements.

2

Finalize Agreement

Once you're confident in our approach, we'll finalize the service agreement and secure your event date with a 50% deposit. This guarantees our team's dedicated focus on your event.

3

Planning Kickoff

We begin detailed planning immediately, starting with vendor selection, venue coordination, and timeline development. Your dedicated event coordinator will be your primary point of contact throughout.

4

Flawless Execution

On event day, our team handles every detail seamlessly. From setup to breakdown, we ensure your event runs perfectly while you focus on enjoying the experience with your guests.

Let's Create Something Extraordinary

PROJECT MANAGER

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PROPOSAL ID

PROP_WITTGOFFREALESTATE_
20250818_003845

This proposal is valid until September 01, 2025