

Event Proposal

# Wittgoff Real Estate

EVENT TYPE

**Client  
appreciation and  
networking event**

GUEST COUNT

**100**

TIMELINE

**Late October or  
early November  
(before the  
holiday rush)**

## Event Vision

A sophisticated and engaging client appreciation and networking event, characterized by a modern, clean design, an elegant yet approachable atmosphere, and exceptional food and drinks, potentially enhanced by live entertainment or interactive elements.

# 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:** Client appreciation and networking 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:** 100 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.



## **Accommodate 75-100 guests**

Carefully planned and executed to perfection



## **Modern and clean design aesthetic**

Carefully planned and executed to perfection



## **High-quality food and beverage service**

Carefully planned and executed to perfection



## **Option for live entertainment or interactive elements**

Carefully planned and executed to perfection



## **Elegant yet approachable ambiance**

Carefully planned and executed to perfection



## **Professional but not overly formal setting**

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><b>\$16,000</b></p> <p>\$160 per person</p> <ul style="list-style-type: none"><li>✓ Professional event coordination</li><li>✓ Venue selection &amp; booking</li><li>✓ Standard catering package</li><li>✓ Basic audio/visual setup</li><li>✓ Event timeline management</li><li>✓ Day-of coordination</li></ul>	<h2>Signature</h2> <p>Enhanced experience with premium touches</p> <p><b>\$20,000</b></p> <p>\$200 per person</p> <ul style="list-style-type: none"><li>✓ Everything in Essential, plus:</li><li>✓ Premium catering with dietary options</li><li>✓ Enhanced decor &amp; ambient lighting</li><li>✓ Professional photography (4 hours)</li><li>✓ Welcome reception setup</li><li>✓ Branded event materials</li><li>✓ Post-event cleanup</li></ul>	<h2>Premium</h2> <p>Luxury experience with white-glove service</p> <p><b>\$26,000</b></p> <p>\$260 per person</p> <ul style="list-style-type: none"><li>✓ Everything in Signature, plus:</li><li>✓ Luxury catering with chef stations</li><li>✓ Custom decor &amp; floral arrangements</li><li>✓ Full photography &amp; videography</li><li>✓ Live entertainment coordination</li><li>✓ VIP guest management</li><li>✓ Custom event app</li><li>✓ 24/7 event support</li></ul>

# 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	\$4,000
Venue & Logistics	Space rental and setup coordination	\$5,000
Catering & Beverages	Premium menu with accommodations	\$7,000
Audio/Visual & Entertainment	Professional AV and ambiance	\$3,000
Photography & Documentation	Professional event photography	\$1,000
Total Investment	Complete Event Package	\$20,000

# 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

Sarah Mitchell  
Senior Event Strategist

EMAIL

sarah@rainmaker.events

PHONE

(555) 123-4567

PROPOSAL ID

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This proposal is valid until September 02, 2025