

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

An elegant yet approachable, professional networking event for client appreciation, featuring a modern, clean design aesthetic and an energetic atmosphere.

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.



Great food and drinks

Carefully planned and executed to
perfection



Modern, clean design aesthetic

Carefully planned and executed to
perfection



Elegant yet approachable atmosphere

Carefully planned and executed to
perfection



Professional but not overly formal setting

Carefully planned and executed to
perfection



Venue accommodating 75-100 guests

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>\$16,000</p> <p>\$160 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>\$20,000</p> <p>\$200 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>\$26,000</p> <p>\$260 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	\$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

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PROPOSAL ID

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This proposal is valid until September 01, 2025