



Final Stage (Day of Event) Services

Event Preparation

- Meet with family in the weeks prior to event to confirm all family planned details
- Retrieve client items (favors, giveaways, religious items, etc...), organize, transport to venue
- Collect GOH gifts, including on site young adult speech presentations

Vendor Management

- Communicate with all vendors, double check itinerary and keep everyone on task
- Handle final payments and applicable gratuities
- Coordinate set/strike times and direct vendors upon arrival & throughout event
- Coordinate applicable vendor meals

On-site Extras

- Placement of attendee place cards/board. Confirm meal selection per guest reservation
- Verify floor plan (# chairs per table, table names). Readjust to last minute changes
- Pack up of gifts, extra food and event props

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 website development (Ask us how this works!)
- Manage the attendees & subsequent seating arrangements
- Develop itinerary. Keep people on task. Secure back up plans
- Arrange out of town guest transport, gift baskets, accommodations

Miscellaneous Services

- Option to utilize RelEvent Productions candy/dessert display items: mirrored acrylic risers, tiered & transparent risers, apothecaries, canisters and scoops. Includes set-up. Candy not included
- Purchase all prizes, giveaways and/or favors if desired
- Email master planner and quarterly checklists to keep hosts on target.
- Unlimited correspondence including meetings & call

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!

Travel Fee applies to events more than 20 miles from Deerfield, IL

Client to provide parking fees when applicable.

What People Are Saying

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

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 have worked with Lauren for many years. She is the best most detailed event planner in the industry. It doesn't matter if the event is big or small Lauren will have all the bases covered and the event will be awesome!

-Chad Coe

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

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