

2025-2026 Planning Guide

LR EVENTS

FULL MITZVAH PLANNING PACKAGE

\$6,500 - \$9,000



***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

DECOR

-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 SOCIAL TABLES EVENT PLANNING SOFTWARE

-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

-DESIGN/CREATE/PROCURE; FURNITURE, DECOR, LINENS, LIGHTING, EVENT SIGNAGE, PHOTO BOOTH, LOGO, FAVORS, + MORE

ABOUT | LR EVENTS

AT LR EVENTS, WE TAKE GREAT PRIDE IN OUR WORK AND IN OUR CLIENT RELATIONSHIPS. WE WORK TO MAKE SURE EVERY CLIENT'S NEEDS ARE TAKEN CARE OF, AND THEREFORE EACH PROPOSAL CAN VARY. WE HIGHLY RECCOMEND CHATTING WITH US SO WE CAN UNDERSTAND THE FULL SCOPE OF YOUR EVENT AND FIGURE OUT THE BEST PLANNING OPTION FOR YOU.

WE WORK VERY CLOSELY WITH OUR CLIENTS/FAMILIES AND LIMIT THE NUMBER OF EVENTS WE DO EACH YEAR TO ENSURE WE CAN GIVE YOU OUR UNDIVIDED ATTENTION.

WE LOOK FORWARD TO HEARING FROM YOU!

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