



Partial Event Planning

Custom Pricing

Custom package composed of your specific needs at the time of contracting our services.

Your wedding or event is one-of-a-kind and your planning package should reflect just that! We would be delighted to create unique and custom package that fits your needs by piecing together elements from our packages as well as accommodating any additional requests you may have. Let's set up a call and go over your wedding or event details. We can then send you over a custom proposal reflecting the details and elements.

À La Carte

Custom Pricing

ADDITIONAL ADD ON SERVICES

- › Party/Wedding Favors
- › Invitation Management
- › Wedding Website
- › Bachelorette Planning
- › Rehearsal Dinner Planning
- › Day After Brunch Planning

EVENT CONSULTATION

Do you need to just iron out some details? Sit down with us and let us help you develop and organize your ideas.

MUSIC SERVICES

Have the perfect song in mind but need to find a singer? Maybe you've always envisioned a string quartet playing while you walk down the aisle on your wedding day? From custom music arrangements to finding that soloist, we can make it happen!

DESIGN CONSULTATION

Have a vision for your event, but not quite sure where to start? Let us help you with all the design aspects of your event. Let us work together to come up with something innovative and creative that you absolutely love.

- › Stationery
- › Lighting
- › Branding/Logo
- › Floorplan
- › Website Design
- › Props
- › Staging
- › Centerpieces

AT LAST EVENTS
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@ATLASTCHICAGO



Day of Event Coordination

Starting at \$1,850.00

WEEK PRIOR TO EVENT/WEDDING

- › Complimentary consultation before contracting our service (month(s) prior to wedding)
- › Review of all signed contracts to confirm and organize details
- › Manage all vendors, acting as main contact to insure all needs are met and any/all questions answered
- › Create custom production schedule and management of all tasks to be completed prior to event/wedding
- › Organize photography schedule and detailed photography list
- › Manage payment plan/distribution of totals due to each vendor with dates and payment methods
- › Attend final site visit at venue(s) to confirm finishing details onsite
- › Detailed wedding day timeline for wedding party, vendors, and family to guarantee seamless execution of wedding production schedule

EVENT/WEDDING DAY

- › Coordinate and direct ceremony rehearsal (day prior to wedding)
- › Finalize deliveries of personal items: guest book, gift card box, table numbers, place cards, etc. (day prior to wedding)
- › Welcome and oversee vendors; ensure all deliveries and set-up
- › Act as main contact for all vendor communication during wedding production
- › Maintain seamless flow of the day's events as outlined in production schedule
- › Direct ceremony including processional order, music cues, etc.› Setup all personal items: guest book, gift card box, table numbers, place cards, etc.
- › Direct full reception schedule including wedding party entrance, dances, speeches, cake cutting, etc.
- › Assist couple, wedding party, family, and guests as needed throughout the day in whatever capacity required
- › Distribute any final payments and/or tips to vendors
- › Create safety net for any issues that may arise so you and your family can enjoy your special day

Full Event Planning

Starting at \$3,450

PRIOR TO EVENT/WEDDING

- › Complimentary consultation before contracting our service
- › Personalized Google Sheet document for budgeting.
- › Venue sourcing and selection for event.
- › Onsite attendance for all venue tours
- › Venue sourcing and selection
- › Vendor contract reviews
- › Event design, style, and décor
- › Custom production timeline and project management of all tasks/goals to keep your event seamless
- › Guest list management
- › Design assistance and print vendors for save the dates, invitations, and any other needs
- › Guidance and facilitation of transportation logistics for wedding party and guests
- › Management of all vendor payments via Google Sheets with due dates and method of payment
- › Work with every vendor including but not limited to venue, caterer, décor company/florist, lighting, rentals, etc.
- › Attendance of any important vendor meetings key vendor meetings
- › Assistance with RSVP management details
- › Detailed wedding day timeline for vendors, couple, guest(s) of honor, wedding party, family, etc. to ensure smooth execution of your event
- › Assistance in finalizing final floor plan design
- › Attendance to final venue walk through to confirm all event details
- › Create a custom packing list for your event to ensure no item is forgotten
- › Create safety net for any issues that may arise so you and your family can enjoy your special day
- › Unlimited meetings, phone calls, and/or emails

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- › Set up all personal items: guest book, gift card box, table numbers, place cards, etc.
- › Direct full reception schedule including wedding party entrance, dances, speeches, cake cutting, etc.
- › Assist and support couple, wedding party, family, and guests as needed throughout the day in whatever capacity required
- › Distribute any final payments and/or tips to vendors
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AT LAST
EVENTS