

Annika Heiling + Ethan Hermes: October 9, 2026

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Notes:

Guest 95-110

Bridal party: 1 MOH, 1 bridesmaid, 1 BM, 1 Groomsman, officiant

NOTES: FOG is really sick so emphasis needs to be on capturing these moments with Groom + FOG

Bridgeport Art Center: Skyline Loft (\$10,000)

Annabel Jaramillo (773) 410-8843 annabel@venuelogicchicago.com

Adriana (venue)

Eleanor (bar) (630) 991-7311

- Final Payment \$5,000 due 120 days prior to event
- Rental is 5:30PM – 11:30pm
- Load in 4 hours prior | load out within 2 hours
 - 5PM: Guests Arrive
 - 5:30: Ceremony in Main Room
 - 6PM: Cocktail Hour (TBD inside vs outside)
 - 7PM: Guest return to main room for introductions/dinner/dancing
 - 11:30: Wedding Ends
- Description of all planned décor, entertainment, list of vendors, load in/out schedule, and COI Due **8/22**
- **COI's required from all vendors**
- Rental comes with chairs, round tables, hi-boy cocktail tables, cabaret tables, 6 + 8' tables
- Nothing can be stored on the premises beforehand or be affixed to the interior/exterior walls (blue painters tape is approved)
- Parking is available for 100 guests and 1 attendant will be provided at no extra charge
- Hourly Fee is \$350 if not vacated on time
- Florals need pre-approval from the venue for hanging installations
- All candles must be contained in glass
- Completely smoke-free venue – we should include this on FAQ's
 - Bar details
 - **Estimated underage guest count :**
 - **Signature cocktails:**

Beverage (\$5,315.98)

- Deposit of \$2,000 paid
- 15 days before event is the bar menu, guest count, and timeline

- Final balance due 10 days before event
- Clients may increase the guest count 4 business days in advance of event.
- Suggested gratuity (not included) is \$652
- Shots and neat drinks are not allowed
- Glassware and linen is through catering
- 2 bartenders
- Timeline:
 - 2PM arrival time
 - 5PM guest arrival
 - 5:30PM ceremony start time
 - 6-7PM cocktail hour
 - 7-7:30 bar closes for transitions
 - 7-8:30 dinner
 - 11:30 bar closes
 - 11:30 guest depart
 - 1:30 staff departs
- Alcohol is served through the venue – all other vendors are who you want
- Prosecco in the elevator: caterer to provide glassware and linen
- Comping sparkling wine toast

Photographer: Megan Saul (\$6,800)

Megan Saul hello@megansaul.com

- Deposit of 50% due at signing
- Final payment due 60 days before event
- Final consult due two weeks before wedding day to review the schedule
- 8 hours of coverage
- Overtime is \$550 per hour before wedding day | wedding day is \$650 an hour
- Lead photographer (Megan) + 2nd assist for 6 hours
- 1 hour engagement session included
- RAW files can be purchased for \$5,000
- Meal required for both vendors, must be hot

DJ: Modern Love DJ (\$3,099)

Norah Utley (773) 263-2655: hello@modernlovedjs.com

- Deposit of \$1,000 paid
- Final balance of \$2,099 due September 25, 2026
- Music services from 5:30-11:30pm, 6 hours of coverage
- Will have a wireless mic on a stand for the officiant (can we get another one)
- Load in – 1 hour prior | Load out is half an hour
- 1 vegetarian meal
- Overtime is \$150 per half hour

Décor Installations: Art of Imagination (\$3,747.42)

Deborah:

- Deposit of \$1,873.71 is paid
- Final payment of \$1,873.71 due September 20, 2026
- Timeline:
 - 4:30PM Guests Arrive
 - 5PM Ceremony
 - 5:30PM Cocktails in East Section
 - 6:30PM Guests Escorted to Main Space for Dinner and Dancing
 - 11PM Wedding Ends
- Elevator Greenery – behind the bar to enhance the guest transportation to the second floor. This will be southern smilax interwoven within the metal grid adding an organic outdoor element (\$150)
- Luxe Ivory Backdrop – Between the 5th columns within the center aisle AOI to design a luxury backdrop with beautiful soft ivory voile drapes pleated 5 to 1 fullness for an elegant look. The backdrop will be up lite with 2 light pars in a diffused white creating a soft illumination. This will be repurposed for their sweetheart table (\$750)
- Fabric Swags(4) -On the 4 cross beams leading down the center aisle, (1st – 4th), AOI will set 4 beautiful swags of ivory voile starting from the ceiling peak coming down the sides and puddling onto the ground. (4 x \$350 each) - \$1,400 total
- Led Up Lights (8) - At the base of each swaged drapery, 8 total, will place commercial led up lights, so as it becomes dusk the light will filter a beautiful candle-like glow all the way to the top. (8 x \$ 60 each) - \$480 total
- Candles on window ledges in main room (complimentary)
- **Café Globe Lights-** Over the bars in between the four columns, will add commercial grade white wired café globe lights (complementary)

Notes:

- East Section / Cocktails:
 - Projection wall to be used with wooden table underneath for card box + pictures then to the right on a highboy can be used for a guest book
 - Seating Chart OR Place card table set on a round table to the left of the projection wall
 - Bars set by the center four columns
 - Caterer to preset highboy + cab tables
- Main Section / Reception:
 - Sweetheart table set in front of the ivory drapes
 - DJ set to the immediate left wall as you enter
 - Guests' tables set on either side of center side
 - TBD Buffet stations
 - Dessert station in NE corner
 - **Additional bar set in front of gray drapes on North section.**
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Officiant: Liz Rae & Co (\$1,059)

Kelly@lizraeweddings.com

- Deposit of \$529.50 was paid

- Full payment due before 30 days of wedding
- Standard Package
- If the rehearsal date and time is not included then there is no guarantee the officiant will be present at the rehearsal, even if rehearsal is included in the package
- Agrees to mainly communicate via email
- Couple to supply detailed directions by email to rehearsal and ceremony 2 weeks before date.
- Liz Rae will create a custom ceremony IF responses are received within a timely manner
- The marriage license must be presented at least 1 hour prior to ceremony. Officiant will mail the license to the clerk's office within 2 business days of the wedding ceremony
- Officiant arrives 30 minutes before the ceremony time
- Overtime fee is \$25 per additional 15 minutes beyond the agreed-upon time until the ceremony is finished
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