

Notes:

**Venue: Union League Club (\$XXX)**

Ken Severin [kseverin@ulcc.org](mailto:kseverin@ulcc.org) (312) 427-7800

- \$20K Food & Beverage Minimum (does not include service charge and taxes). \$33K is based on 130 headcount but final invoice from venue will be inclusive of gratuity
  - Deposit of \$11,750 paid at signing
  - Second Payment of \$23,500 due 2/15/2027
  - Final Balance TBD on 5/10/27
- Member/Sponsor: Ms. Jane Ogrizovich #84706
- Guaranteed number of guests due 5/5 at noon
- Dress code: business casual – refrain from wearing denim
- Coat Check begins in October, if we use it it's \$2 per coat
- There is no vendor parking. A nearby garage adjacent to the club (318 S Federal) might have availability
- Room drop fee is \$3 per bag
- Food tasting is 2-3 months from wedding date on Tuesday-Friday (1 or 2pm)
- Guest check-in 5/14 at 3pm | Check-out 5/16 at 12pm (\$269 per night)
- Parents of Bride = Dave and Caroline Grim
- Parents of Groom = Steve and Erika Turckes
- Vendor Load in 2:00PM | Load out by midnight
- 4 hour bar package + wine dinner package | His & Hers signature drinks included
  - 3:30-4:30PM Pre-Ceremony Staging
  - 5:30-6PM Wedding Ceremony in Lincoln Ballroom (Theater Setup)
    - ULCC gold chairs, no ceremony table (existing wood tables for gift/photos)
    - Fireplace may be on if cooler temps
  - 6-7:15 Cocktail Hour (5 appetizers) in Crystal Room (Reception Setup)
    - #1
    - #2
    - #3
    - #4
    - #5
  - 7:15-12AM Reception | Lincoln Ballroom (Round Table Setup)
    - salad, entrée, wedding cake | \$145 per guest
      - Cannot pre-set salads

- Wedding cake included: Faux 4-tier (12-10-8-6), almond cake; vanilla crème brûlée custard + strawberry preserves; vanilla buttercream; plate w/ crème anglaise & berries; florals added onsite.
- Allergy per place card – will confirm with banquet captain day-of during walkthrough
- Nothing can be posted, nailed, taped, screwed or attached to the columns, walls, floors or any part of the building. Confetti or balloon drops are strictly prohibited.
- Artwork in the Club cannot be moved
- Confirming we can have candles and candelabra with covering
- Décor includes 5 votive candles per table, all linens and napkins.

**Photographer: Studio Zwerveling LLC (\$7,800)**

Emma Vagone (310) 740-4644 [contact@studiozwerveling.com](mailto:contact@studiozwerveling.com)

- Deposit of \$1,950 due at signing
- Second payment of \$2,925 due 1 month before wedding
- Final balance of \$2,925 due one week before 5/15
- 6 hour service
- Two shooters
- Super 8 highlight video
- Engagement session was included
- 35mm Film (4 rolls)
- All items (photo/video/film) to be delivered within 8-10 weeks | sneak peek 1 week
- Overtime is \$850 per hour
- 2 vendor meals, 1 gluten free

**Music: Arlen Music (\$16,725)**

Debbie Price [debbie@arlenmusic.com](mailto:debbie@arlenmusic.com) (847) 869-8826

Bandleader: Kendall ([Kendall@arlenmusic.com](mailto:Kendall@arlenmusic.com))

- Deposit of \$5,575 due April 1 via zelle
- Second payment of \$5,575 due 2/14/27
- Final balance due 5/15/2027
- Band Indigo is booked
- 7 Musicians + 4 vocalists
- Timeline
  - Ceremony 5-6PM: Piano and Violin
  - Cocktail 6-7PM: Solo Piano
  - Dinner 7-8:30PM: Keyboard, Bass, Drums, with Kendall Nesbitt as MC
  - Dancing 8:30-11:30PM: 11-Piece Band (keyboard, bass, drums, guitar, saxophone, trumpet, trombone, 4 vocalists) with 2 sound engineers playing with 1 fifteen minute break
- Overtime \$1,950 per each half-hour for the band
- Staging (when appropriate) or adequate space for the performance is based upon the number of musicians that are performing
- Electricity for sound and lighting equipment consists of minimum of three 20-amp circuits
- Vendor meals + bottles or pitchers of water needed during performance

- Client to pay for the onsite parking for both the musician + tech crew (typically a cargo van) or a stipend of \$25 per person to cover the cost added to final invoice