



Luxe Events Venue LLC is a premier state of the art Multi- Service Center designed to cater to a diverse range of occasions. Located in the south suburban area of Chicago, IL. Our state-of-the-art facility offers a sophisticated versatile space that can be customized to meet your needs. We accommodate micro (less than 75 guest) corporate gatherings, staff trainings, women empowerment workshops, content creation, podcast, product launch, photoshoots, art exhibits, fundraisers, intimate private cocktail receptions, wedding showers, small intimate weddings, youth dance classes, group exercise classes, dance classes, small birthday celebrations and private social gatherings.

Our experienced event management team ensures smooth execution from planning to post-event wrap-up. Clients can rely on our expertise to handle logistics, coordination, and troubleshooting. We understand the importance of personalization. Luxe Events Venue LLC allows clients to customize the venue decor, lighting, and layout to match their vision and branding.

Luxe Events Venue LLC is more than just a Multi-Service Center; it's an experience crafted to elevate events to new heights. We look forward to providing our clients with exceptional service and creating memorable moments that last a lifetime. Because we know how important our clients are, we have strategies in place that will ensure that our clients get incentives which will come in the form of a discount for every client that they refer to us. This will make most of our clients turn into active marketers on our behalf and will grow our revenue base tremendously.

Mission Statement

Luxe Events Venue LLC mission is to provide an exceptional and versatile Multi-Service Center that seamlessly blends professionalism, sophistication, and functionality. Luxe Events Venue LLC is dedicated to creating memorable experiences for our clients by offering a meticulously curated space, unparalleled customer service, and innovative solutions, ensuring every event hosted by us is a resounding success.

Company Background

Luxe Events Venue LLC is a registered business in good standing with the State of Illinois. Luxe Events Venue LLC is where unforgettable moments come to life. With a rich history of hosting

exceptional events, our event venue provides a stunning backdrop for small intimate weddings, corporate gatherings, workshops, trainings, and small private special occasions. Our Chief Executive Officer, Ms. Marcella Abrams, has over 12 years of experience in corporate and private event planning, corporate trainings and workshops and has been the Chief Executive Officer of MSA Consulting Services LLC for the past 10 years. She has provided consulting services that include strategic planning, program planning and development, coordinating large scale health fairs and community events to over 25 organizations throughout the state of Illinois. Since Luxe Events Venue LLC intend to run several services in addition to our core services, we have ensured that we have the required number of staff to handle the various services which we intend to offer at our events venue. Below is the business structure that will be built at Luxe Events Venue LLC:

- Chief Executive Officer
- Chief Financial Officer
- Events Coordinator
- Security Team

Job Roles and Responsibilities

Chief Executive Officer

Lead the development and implementation of innovative initiatives to enhance the venue's competitiveness and market position. Oversee day-to-day operations, ensuring efficiency, quality, and adherence to industry standards. Develop and execute a comprehensive business strategy to achieve organizational and long-term success.

Chief Financial Officer

Develop and implement financial strategies aligned with the Multi-Service Center's overall goals and objectives. Provide insight and recommendations to optimize financial performance and ensure long-term financial sustainability. Lead the budgeting process, working collaboratively with the CEO to set financial targets and monitor performance against goals. Conduct regular financial forecasting and analysis to support decision making and identify potential risk and opportunities. Manage cash flow effectively, monitoring liquidity and optimizing working capital. Establish and maintain robust financial controls and procedures to safeguard assets and ensure the integrity of financial information.

Events Coordinator

Plan and execute a variety of events, ensuring seamless coordination from inception to completion. Develop comprehensive event plans, including timelines, budgets, and resource requirements. Source and negotiate with vendors, ensuring suitability for the event and coordinating logistical details. Oversee setup and breakdown of events, ensuring they meet client expectations. Maintain regular communication with clients, providing updates on event planning process. Address client concerns and adapt plans as necessary to meet client needs. Anticipate and troubleshoot potential issues, ensuring smooth execution. Provide assistance to clients when needed and maintain a customer-friendly approach.

Security Team

Conduct thorough security checks on individuals and belongings to prevent unauthorized items. Maintain a visible presence to deter potential security threats. Monitor access points and ensure only authorized personnel and invited guests enter the Multi-Service Center. Respond promptly to any security incidents, including disturbances or emergencies. Collaborate with event organizers and staff to coordinate security protocols. Enforce Multi-Service Center rules and regulations to ensure a safe and secure environment. Escort unruly individuals off the premises when necessary, employing tact and professionalism. Monitor surveillance systems and report any suspicious activities to higher authorities.

Luxe Events Venue LLC is the one stop Multi-Service Center that intends to offer various customers a beautiful experience while also exceeding their expectations with the various services that we offer. Our intention in establishing Luxe Events Venue LLC is to become a profitable business, therefore in addition to our core services, we intend to offer additional services as well as create multiple sources of income for our business. All our services will be offered within the permissible laws of the service industry as well as the laws of the state of Illinois. Our venue will comply with all local regulations and have obtained the necessary permits. Luxe Events Venue LLC has adaptable spaces to accommodate events of varying sizes, from intimate gatherings to small corporate networking events.

Our experienced event management team ensures smooth execution from planning to post-event wrap-up. Clients can rely on our expertise to handle logistics, coordination, and troubleshooting. We understand the importance of personalization. Luxe Events Venue LLC allows clients to customize the venue decor, lighting, and layout to match their vision and branding. Our dedicated team ensures seamless execution, turning each event into a success.