

MILESTONE

Events Group



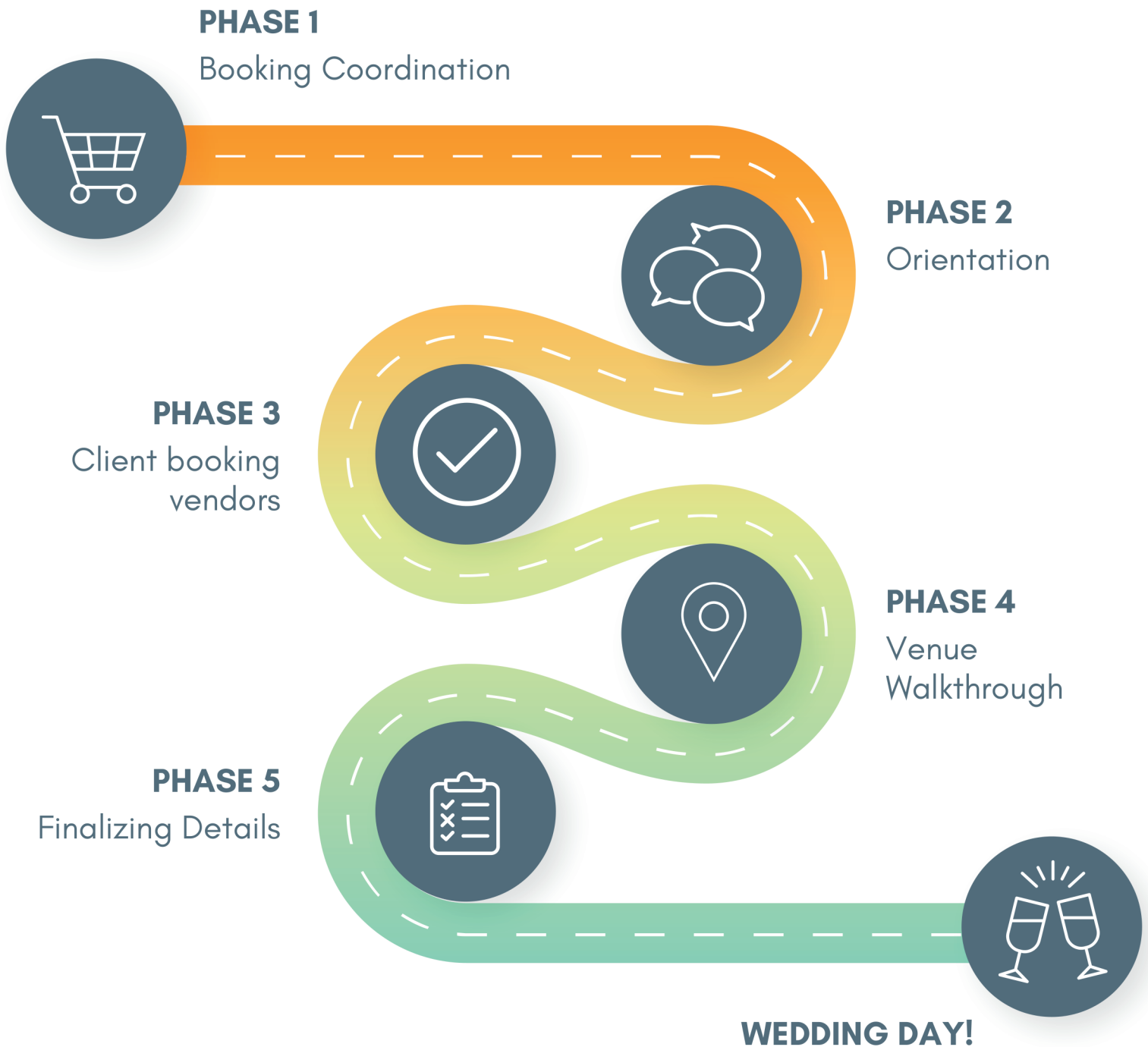
MILESTONE EVENTS GROUP COORDINATION SERVICES

THE PERFECT COMBINATION OF
HIGH TOUCH AND HIGH TECH

CONGRATULATIONS!

ON BOOKING YOUR WEDDING VENUE

NOW IT'S TIME TO BOOK COORDINATION





Phase 1

Booking Coordination

PRICING

MEG Coordination, Partial Planning ranges from \$2,750- \$4,750 (venue dependent)

Coordination and management starts immediately upon contracting our services and continues through your Wedding Day!

FEES & DEPOSITS

To reserve our services, we require:

- Your signed contract
- 50% of your coordination contract fees
- Remaining balance is due 30 days prior to your event

WANT MORE?

For properties that host multi-day events, corporate, rehearsal dinners, farewell brunch, etc. please inquire for additional information & pricing.

**LET'S REVIEW EVERYTHING INCLUDED IN
MILESTONE COORDINATION**



MILESTONE COORDINATION

What exactly do we do?

Our team of event experts can assist you throughout your planning process and through to your wedding. The task list below details what is included for each service level. Site Management is included in the site fee, Coordination Service is available from Milestone for an additional fee. Please explore which option is best for you, keeping in mind we will require all planning needs are met by coordinator or point person the day of the event.

PLANNING PROCESS	MEG VENUE MANAGER	MEG COORDINATOR
Access to Aisle Planner tools with Milestone Coordination		
Refer vendors based on budget and style		
Provide checklists to keep you on track during planning process		
Prepare a detailed wedding day timeline for couple to approve		
Create detailed schematics of event spaces		
Create rain contingency plan		
Management of rental orders		
Create processional list order		
Refer local transportation for guests		
Refer local hotels and accommodations		
Coordinate installation and breakdown dates to vendors		
Distribute timeline and other documents to vendors as necessary		
Conduct walkthrough appointment with couple		
Collect seating chart and guest count from couple		
Remain on site for ceremony rehearsal and decor drop off		
Collect decor items from couple		
Conduct ceremony rehearsal		
Review wedding party and ceremony processional order		
Confirm music cues with couple and ceremony musicians/DJ		
Conduct necessary outside vendor walkthroughs (1 in person appt.)		
Review vendor contracts		
Attend certain meetings with vendors		
Assist with rehearsal dinner planning at Milestone locations		

BUT WAIT, THERE'S MORE!

WEDDING DAY	MEG VENUE MANAGER	MEG COORDINATOR
Prepare bridal ready room at applicable sites	☒	☒
Check in rentals and ensure property setup reflects layouts	☒	☒
Check wine quantities	☒	☒
Communicate bar menu to bartending staff		☒
Set up personal items such as programs, guestbook, favors		☒
Greet guests as they arrive		☒
Confirm and cue ceremony music with musicians/DJ		☒
Give bridal party 5-10 minute alert prior to ceremony start time		☒
Line up bridal party for their entrance down the aisle		☒
Assist in preparing the ceremony processional/recessional order		☒
Ensure proper flow of cocktail hour		☒
Review dining layout and instruct catering staff to light candles		☒
Communicate with catering staff and DJ to invite guests to dinner		☒
Assist guest in locating their tables		☒
Line up bridal party and cue DJ for grand entrance		☒
Cue catering to prepour toast beverages		☒
Provide 5-10 minute alert for guests giving toasts		☒
Coordinate timing of formal dances and cake cutting		☒
Remain present for duration of event	☒	☒
Pack up gifts/miscellaneous ceremony/reception items to car		☒
Conduct post event walkthrough with caterer	☒	☒
Coordinate departure of vendors	☒	☒





Phase 2

ORIENTATION & CONSULTATION CALL

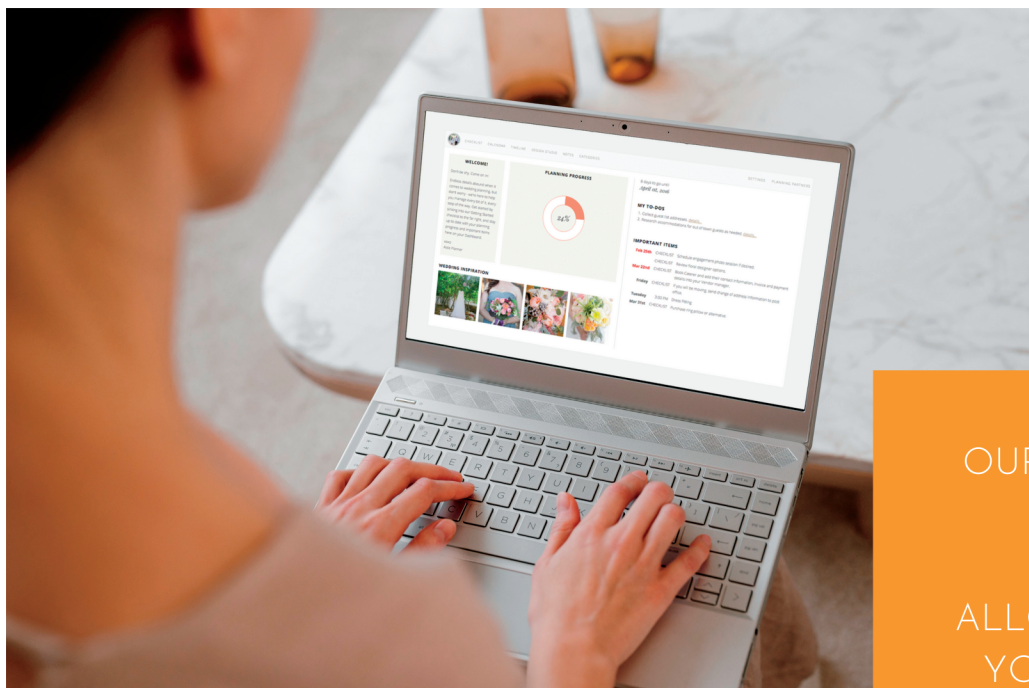
LETS GET STARTED

The first step is to fill out our *Get to Know You Questionnaire*. This is an opportunity to share details about you and your fiancé with your coordinator, so we can learn things like how you met, what you do for a living, and what you're most excited about on your wedding day. Once you've filled out the Questionnaire, it's time to schedule an introduction call with your assigned coordinator. Since we start working with you as soon as you book your venue, we can help direct you to the right vendors that fit your vision, style and budget.

WHAT TO EXPECT ON THE CONSULTATION CALL

Below are the items we will go over on your consultation call. Your coordinator will take notes as you go to gather all the information they need to get you started with planning.

- Coordination (Pillar Vendor)
 - *review MEG coordination contract and pricing based on venue*
- Discuss MEG Approved Vendor List and Buyout Fees
- Catering (Pillar Vendor)
 - *Discuss desired service style, budget, bartending, food preferences, allergies, desserts, etc.*
 - *Introduce Milestone Estate Kitchen*
- Rentals (Pillar Vendor)
 - *Discuss Milestone Rental Management*
- Entertainment (Pillar Vendor)
 - *Are you looking for a DJ or a Band?*
- Discuss style, preferences, and budget for other vendors including:
 - Florals
 - Photography & Videography
 - Cake/Desserts
 - Officiant
 - Transportation
 - Hotels
 - Hair & Makeup
- Introduce Aisle Planner & important planning tools
- Discuss Winetasting/Walkthrough Appointment
- Required Event Insurance
- 6 Week Check-In Call
- Additional Questions



OUR SIMPLE, POWERFUL & COMPLETE SET OF SOFTWARE TOOLS ALLOWS US TO PLAN WITH YOU ANYWHERE IN THE WORLD, AT ANY TIME

AISLE PLANNER FEATURES

Following your consultation call, your MEG coordinator will invite you to our online planning portal called *Aisle Planner*, where you will find customized vendor recommendations, checklists, design tools, timelines and more! This collaborative online planner will help you stay organized and on track, making working through the details of your wedding a breeze.



Chronological Checklists with Automatic Reminders

LET THE PLANNING BEGIN!

- ☐ Have a planning kick-off meeting with your us! We'll get you started on the right foot, walk you through our online tools & share vendors we think would be a great fit for you.
- ☐ Update the Calendar (linked above) to reflect any wedding related appointments you or your client has already scheduled.
- ☐ Sync the Aisle Planner's calendar to your favorite calendar application.
- ☐ Add any vendors and invoices already booked to vendor manager. I've already added myself in as your wedding planner as a great example to get you started.
- ☐ Invite others to collaborate on your wedding. ☺
- ☐ Review the Checklist, editing or deleting tasks as needed. ☺
- ☐ We've created a few notes in your notes tool (linked above) to get you started. Have a look and fill in details and information as you go!

12 MONTHS +

- ☐ Compile the guest list using our online Guest manager, linked above, and start collecting those addresses! It's never too early to start! ☺
- ☐ Choose your wedding party and fill in the blanks in the details section below!!! ☺
- ☐ Discuss and decide on general ceremony preferences (civil, religious preference, etc.).
- ☐ Finalize your wedding day details and create your wedding day timeline.



Editable Timeline Feature

SATURDAY, MAY 6TH

Special Notes:

- Bride and Groom **WILL or WILL NOT** be seeing each other before ceremony
 - First Look Location: _____
- _____ will be in charge of taking ALL items home at the end of the night
- _____ will be in charge of authorizing pulled wine during the event
 - Wine Club member? Who is it under? Which level?
- Bride's Getting ready location: _____
- Groom's Getting ready location: _____
- Guest book: _____
- Gift/Card box: _____
- Programs: _____
- Dinner Menus: _____
- Escort Cards or Seating Chart: _____
- Favors: What and where? _____
- Table Numbers or Table names: _____
- Assigned Tables or Assigned Seats: _____
- Table Setting: 1 Wine, 1 water, 1 flute, Napkin, Flatware for Salad and Main

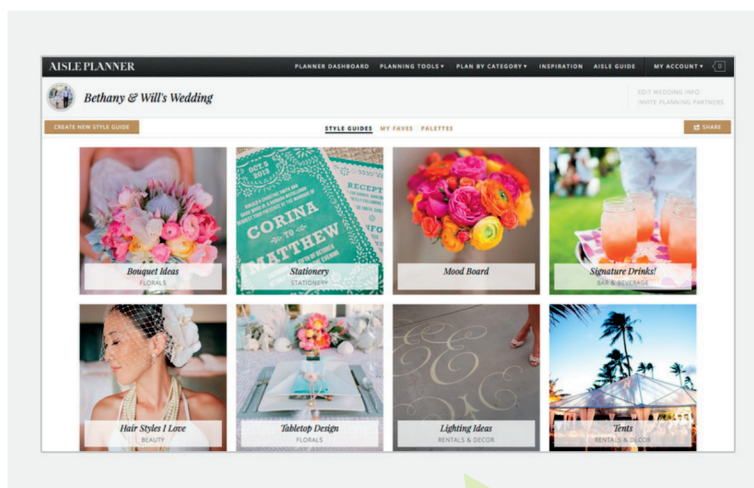
8:00 am Rentals Delivered and set up:
Who is doing set up and breakdown - update
Reservation # _____

1:00 pm (Name of Coordinator) to arrive on site, (contact number) _____

1:00 pm Caterer arrives: (name and contact number) _____

TBD Cake/Desserts Delivered: (Name and contact number) _____

Design Studio



Guest Manager Tool

TO LA LINDA - CHRISTY AND KYLE'S WEDDING

HOME GET INSPIRED AISLE GUIDE FIND A PRO MY FAVORITE COMMENTARY FAVORITE

CHECKLIST CALENDAR TIMELINE DESIGN STUDIO **QUESTS** SETTINGS CONTACTS BUDGET NOTES WEBSITE CATEGORIES SETTINGS PLANNING PARTNERS

MESSAGES

ADD GUESTS MANAGE GUESTS

GROUP #	Guests	Personal Addressing #	Event Info & Options	Change Role	RSVP
101	Christy Cowan & Kyle Johnson	Christy Cowan & Kyle Johnson	ALL	Attending	
102	Care & Alyssa Cowan	Care & Alyssa Cowan	ALL	Attending	
110	Melissa Garcia & Guest	Melissa Garcia & Guest	ALL	Attending	
122	Gillian Gelfand & Guest	Gillian Gelfand & Guest	ALL	Attending	
103	Taylor & Brett Hallman	Taylor & Brett Hallman	ALL	Attending	
120	Kelly Rhytopowicz & Guest	Kelly Rhytopowicz & Guest	ALL	Attending	
112	Tijana Landford & Guest	Tijana Landford & Guest	ALL	Attending	
119	Larissa & Dino Laugi	Larissa & Dino Laugi	ALL	Attending	
118	Katherine & Chris Dyer	Katherine & Chris Dyer	ALL	Attending	
108	Priscilla Ribeiro & Guest	Priscilla Ribeiro & Guest	ALL	Attending	
117	Maria Rodriguez & Guest	Maria Rodriguez & Guest	ALL	Attending	
111	Erin Shelton	Erin Shelton	ALL	Attending	
106	Ashley Smith	Ashley Smith	ALL	Attending	
114	Melissa & Mark Soley	Melissa & Mark Soley	ALL	Attending	
103	Cassie Templeman & Jeremy Templeman	Cassie Templeman & Jeremy Templeman	ALL	Attending	
104	Jan Wajack & Caleb Wajack	Jan Wajack & Caleb Wajack	ALL	Attending	

NEW EVENT NAME
Event Location (optional)
Select a date and time for the event (optional)
/ / : :
CREATE EVENT



Contacts

CATERING

Park Avenue Catering

BOOKED

Payments

No payment amounts or due dates have been entered for Park Avenue Catering.

0 0 0

COORDINATOR

Milestone Events Group

BOOKED

Payments

No payment amounts or due dates have been entered for Milestone Events Group.

0 0 0

ENTERTAINMENT

Premier Productions

BOOKED

Payments

No payment amounts or due dates have been entered for Premier Productions.

0 0 0

FLORALS

Fleurs by Elizabeth

BOOKED

Payments

No payment amounts or due dates have been entered for Fleurs by Elizabeth.

0 0 0

Welcome

Intro to Aisle Planner

Frequently Asked Questions

Fermentation Bar Rules



Notes



Budget Management Tool



MARKETING SALES PROJECTS CALENDAR CONTACTS						CHRIST	
T OF STARS GALA						CHECKLIST CALENDAR TIMELINE DESIGN STUDIO GUESTS LAYOUT & SEATING CONTACTS BUDGET NOTES W	
BUDGET: \$30,000.00						Paid: \$15.00 Entered: \$9,665.00 Budget: \$30,000.00	
This project's budget is in prep mode and is not yet visible to your client. RELEASE BUDGET						MANAGE CATEGORIES IS	
	Estimate	Actual	Difference	Paid	Due	DUE THIS WEEK	
Event Planner						[No Payments]	
Coordination Fees	\$6,000.00	-	-	-	-	THIS MONTH	
	\$6,000.00	-	-	-	-	[No Payments]	
Stationery							
+ Event Stationery	-	-	-	-	-		
	-	-	-	-	-		
Venue							
Site Fees	\$3,500.00	-	-	-	-		
Venue Required Liability Insurance	\$150.00	-	-	-	-		
	\$3,650.00	-	-	-	-		
Photography							
Photography	-	-	-	-	-		
Gratuity	-	-	-	-	-		
	-	-	-	-	-		
Cinema							
Cinematography	-	-	-	-	-		
Gratuity	-	-	-	-	-		
	-	-	-	-	-		
Catering							



Wedding Website

BRANDI AND JON

HOME EVENTS TRAVEL GIFT REGISTRY

Our Story

After years of dating and a long engagement, save the date my friends - we're finally getting married!

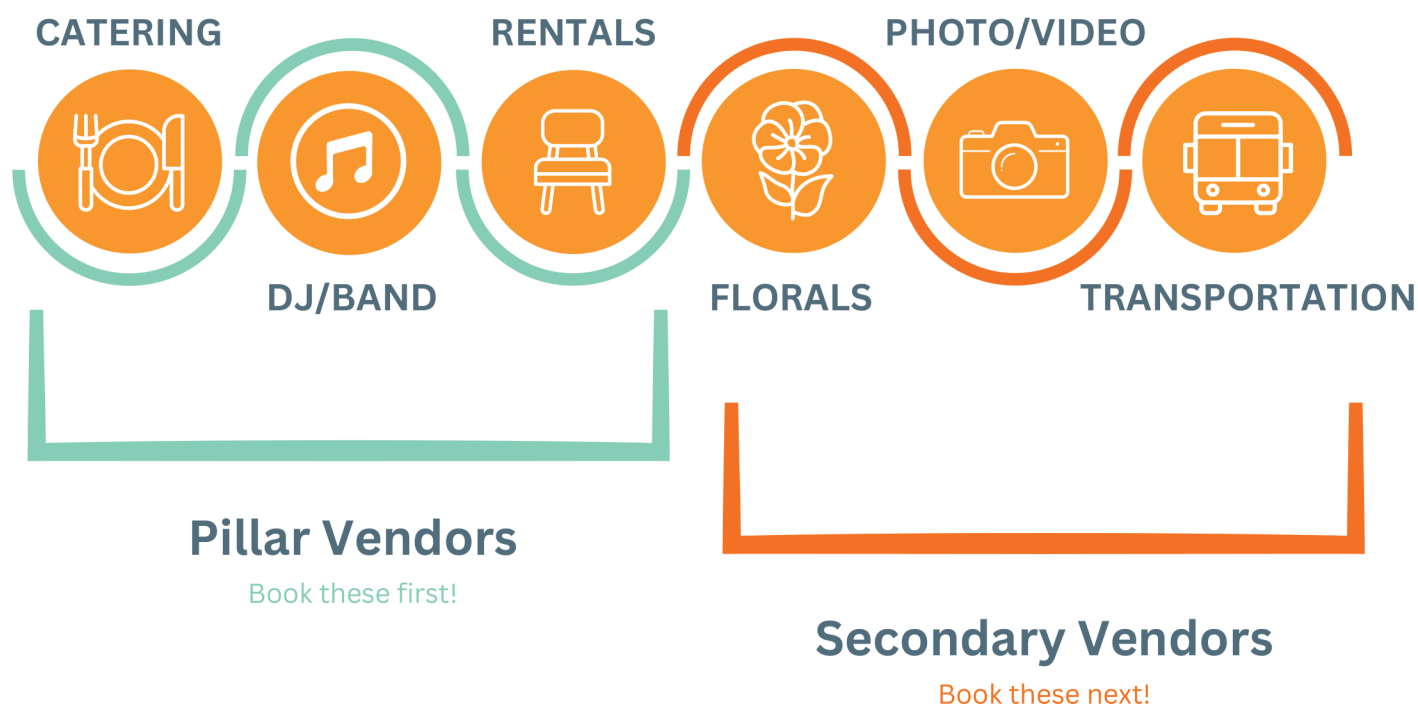


Phase 3

CLIENT BOOKING VENDORS

VENDOR BOOKING

Now that your coordinator has set you up with Aisle Planner and uploaded your customized vendor recommendations, it's time for you to start booking your vendors! As you reach out to the vendors you're interested in, your MEG coordinator will be there for you along the way to answer questions, give recommendations, and help guide you through the vendor booking process.



RENTAL MANAGEMENT

Your coordinator will manage your rental order for you, taking over the task of calculating which rental items you will need and the quantities, all based on your venue's on-site assets and your specific guest count. This leaves you with just the fun part, like picking out colors, fabrics and styles!



Phase 4 (3-4 Months Prior)

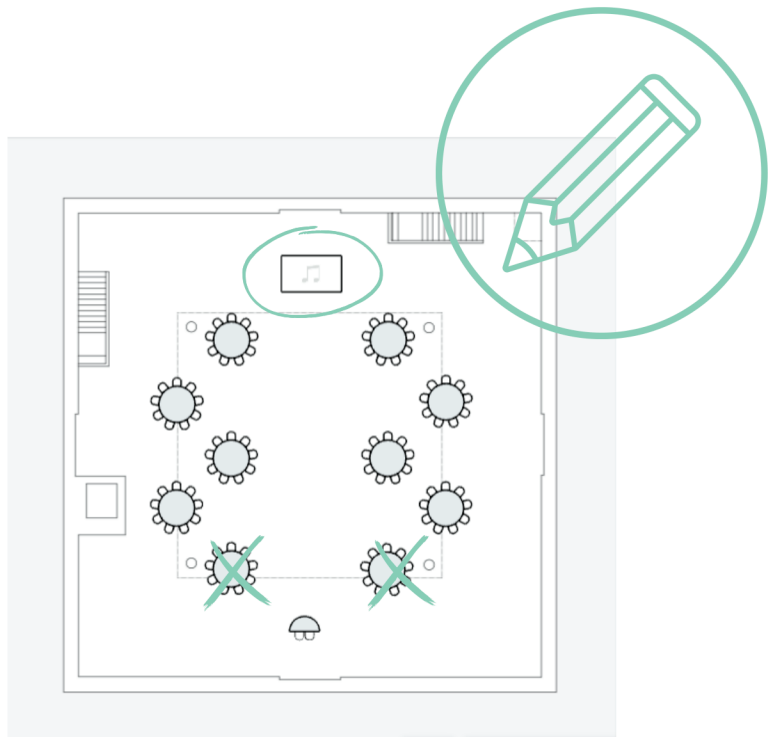
VENUE WALKTHROUGH

LAYOUT AND TIMELINE REVISIONS

Now that you have all your vendors booked, it's time to meet with your coordinator at your wedding venue! During this appointment, your coordinator will gather information from you about your final layout and confirm all your details to build out your wedding day timeline. We will ask you to fill out our [Wedding Day Details Questionnaire](#) so we know exactly what to include in your timeline and layout. You will have the chance to walk through your venue together and discuss placement of all rentals and décor. If you're getting married at a winery, this will also be the time to work with your coordinator to taste and choose the wines you will be serving on the big day.

Walkthrough Touchpoints:

- Discuss Guest Arrival Route
- Guest Welcome Area Layout
 - Welcome Beverage Table
 - Gift/Card + Guest Book Table
- Ceremony Arrangement
 - Aisle + Chair Arrangement
 - Alter
- Cocktail Hour Location
 - Appetizers
 - Bar
- Grand Entrance Area
- Dining Setup
 - Guest Tables
 - Sweetheart Table
- Dancing Area Layout
 - DJ
- Coffee & Dessert Tables





Phase 5 (6 Weeks Prior)

FINALIZING DETAILS

COORDINATOR & VENDOR COMMUNICATION

At this phase, your MEG coordinator will gather all final details including rentals, timeline and layout and distribute these documents to all of your booked vendors. Your coordinator will communicate and answer any questions regarding the wedding day including vendor arrival times, set-up and breakdown, and venue rules and regulations.

FINAL GUEST COUNT

Now that you've received all of your RSVP's, your MEG coordinator will help you adjust your final layout and rental quantities to match your final guest count. If your numbers have gone up or down, we will make sure your rental items reflect these changes and your seating charts are adjusted accordingly.

DECOR LIST

As you gather all your décor for your wedding day, we will provide you with a template on Aisle Planner to fill out called the Décor List. Here you will list all the items you are bringing to display, indicating exactly where you would like them to be placed at the venue. Your coordinator will use this list on your wedding day to ensure all items are placed exactly where you envisioned them.

CHECKLIST			
Item	Qty	Placement	Do you want to take this item back home?
Menus	97	on napkin	No - can throw away after
Small Candles	72	1. Guest tables- 4 per table (36 total) 2. Scattered along guest signing/gifts table (18 total) 3. 18 left over wherever needed	Yes
Medium Candles	18	1. head table-scattered along	Yes
Table Seating Chart	1	On easel OR leaning on a table	Yes





REHEARSAL & WEDDING DAY

THE DAY IS FINALLY HERE!

REHEARSAL DAY

On the day of your rehearsal, your coordinator will meet you at your wedding venue and gather all client provided décor items along with your completed décor list.

You will also have a 1-hour rehearsal with your coordinator on site the day before your wedding. Your coordinator will assist you and your wedding party in organizing ceremony processional/recessional order and timing, and answer any last wedding day detail questions you may have.

WEDDING DAY

Today's the day! Your MEG coordinator will take it from here so you can enjoy every moment of your wedding day.

From vendor arrival to the last song and final sendoff, your coordinator will be there to make sure your entire event runs smoothly. We take care of all the details from ceremony to reception so you can have a stress-free day surrounded by family and friends.

