



MILESTONE EVENTS GROUP
COORDINATION SERVICES



MILESTONE TEAM ROADMAP

Team Members	Venue Booking	Coordination Booking	Planning	Rehearsal & Wedding Day
MEG Sales Team	Site Tours and venue contract			
MEG Internal Planning		MEG Coordination Assesment Call		
MEG Day-Of Coordinator				Day-of Coordinator executes event



Wedding Planning Roadmap



EMPATHY AS OUR NORTH STAR

We understand that planning a wedding can be an overwhelming journey. The worries, the what-ifs, and the endless checklists can make even the most excited couples feel a hint of anxiety. That's why we've centered empathy as the core of our coordination services. We place ourselves in your shoes, sensing the anticipation, the joy, and yes, the jitters. Beyond schedules and plans, we nurture your peace of mind and break down the process into bite-size pieces, keeping you seamlessly on track from start to finish.

MILESTONE COORDINATION PACKAGE

WHAT'S INCLUDED:

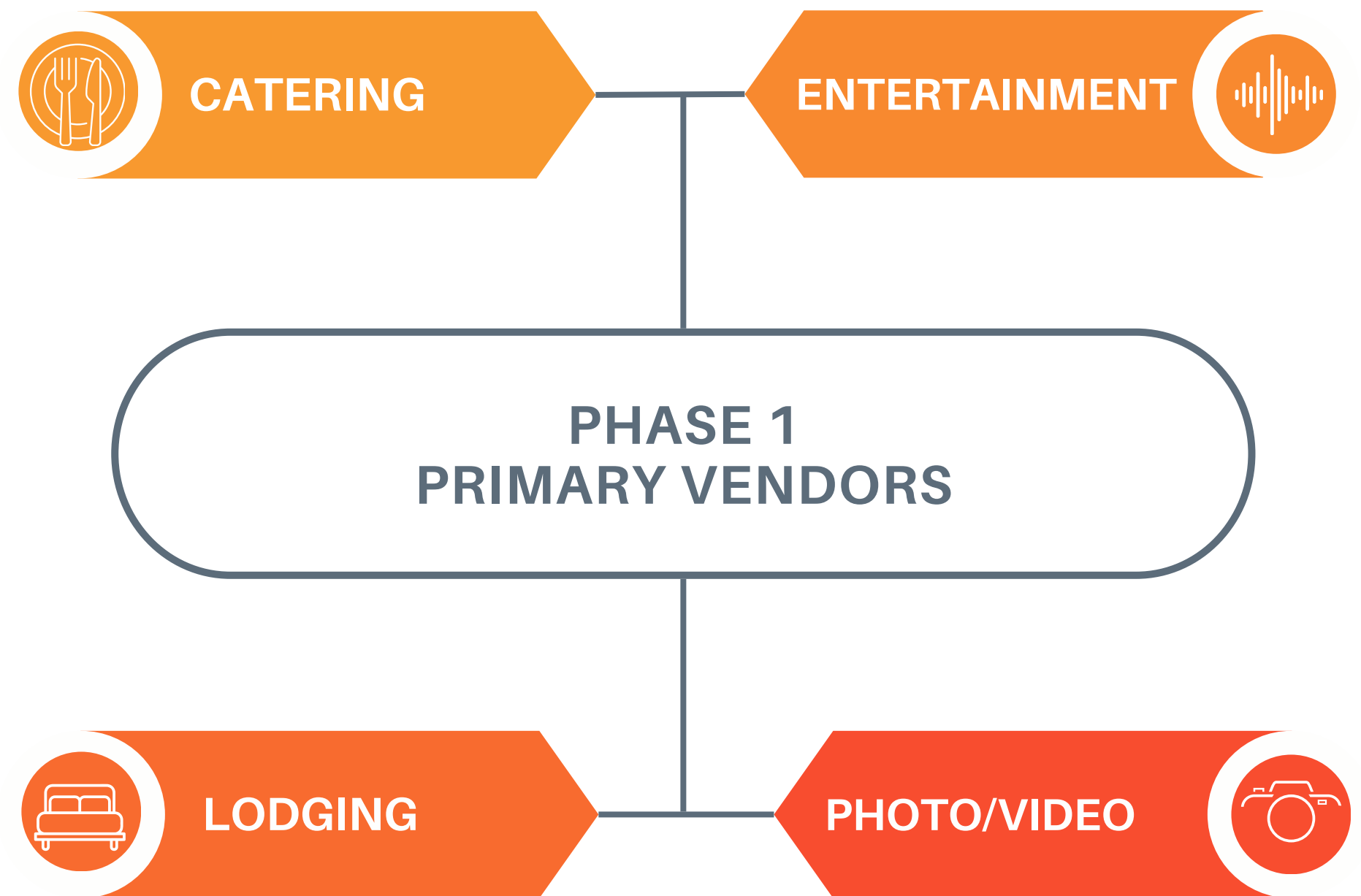
- Your Milestone Coordination Team!
 - **Internal Planner:** Your main contact leading up to rehearsal day. Your resource for all things planning, organizing and communicating logistics!
 - **Day Of Coordinator:** Your point-person on the rehearsal and wedding day. The expert in executing the event! This team member will come in at the 6 week countdown.
- Hand-Picked Vendor Recommendations
- Customized Online Planning Portal
- Detailed Timeline and Layout Creation and Management
- Vendor Communication and Management
- Walkthrough meeting at your venue
- Scheduled phone call check-ins
- Rental order management and showroom experience
- Rehearsal and personal decor management
- Wedding day coordination from vendor load-in to vendor load-out

Our coordination is the right fit for you if...

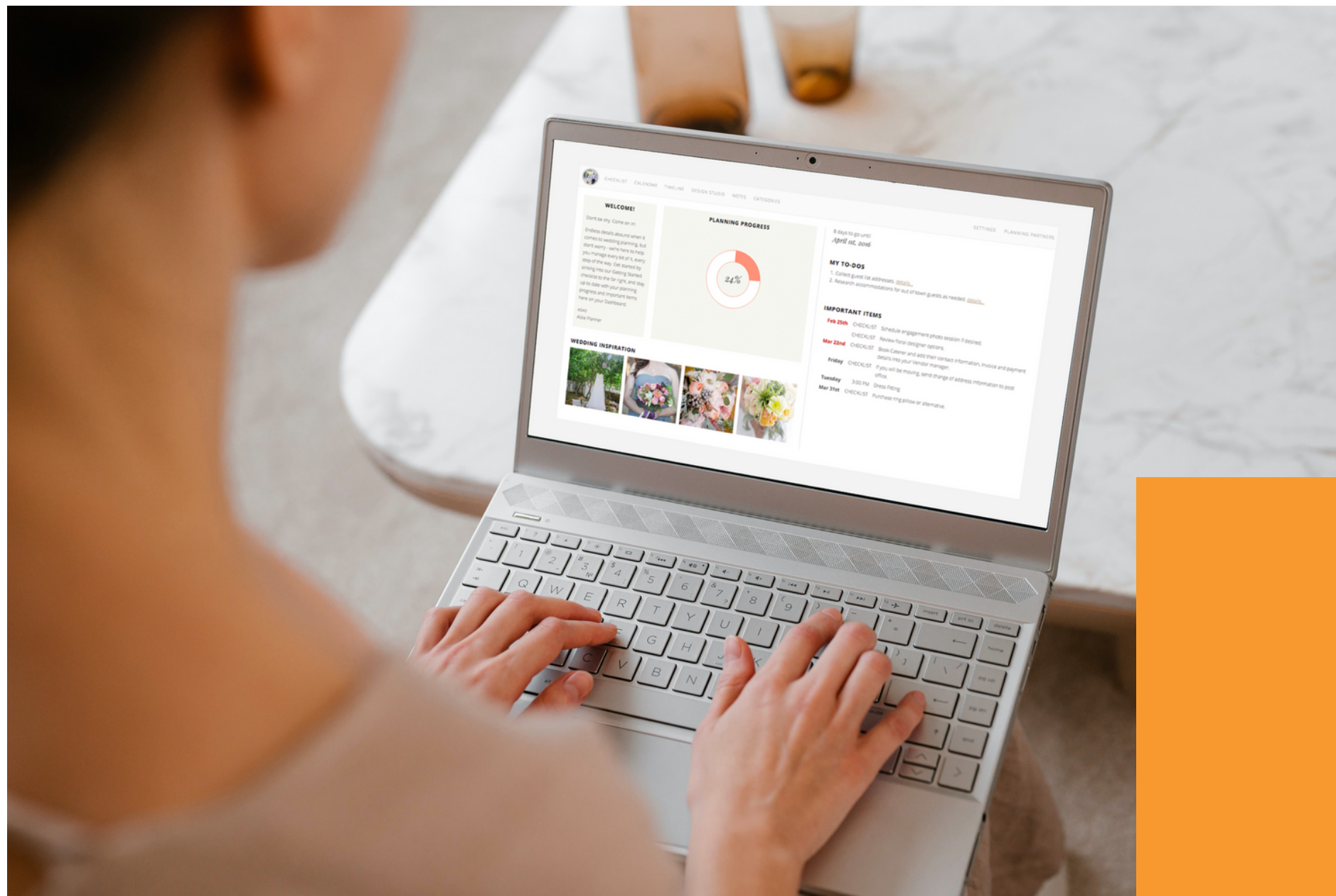
- You want to play an active role in planning your wedding, but would like someone to guide you along the way, keeping you on track and organized as you go.
- You want a service that is in between a “full service planner” and just a “day-of coordinator”, aka, you get the best of both worlds. You’ll be assigned to an internal planner to refer you to vendors, build out important planning documents, and keep you organized, but also a day of coordinator to take the reins on the big day.
- You’re a big fan of checklists: Our team is all about organization and communication. We follow a phase process that involves checklists curated to make the planning process stress-free and efficient.

OUR PROCESS

- Step by step phases to break down the planning process, keeping you organized and on track
- Custom vendor recommendations to make vendor shopping efficient and stress-free



BOOK THESE VENDORS FIRST!



 AISLE PLANNER

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

AISLE PLANNER ONLINE PORTAL

Following your consultation call, your MEG internal planner 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.

AISLE PLANNER TOOLS

Chronological Checklists with Automatic Reminders

Editable Timeline Feature

Layout Feature

Design Studio

Guest Manager Tool

Vendor Contacts Tab

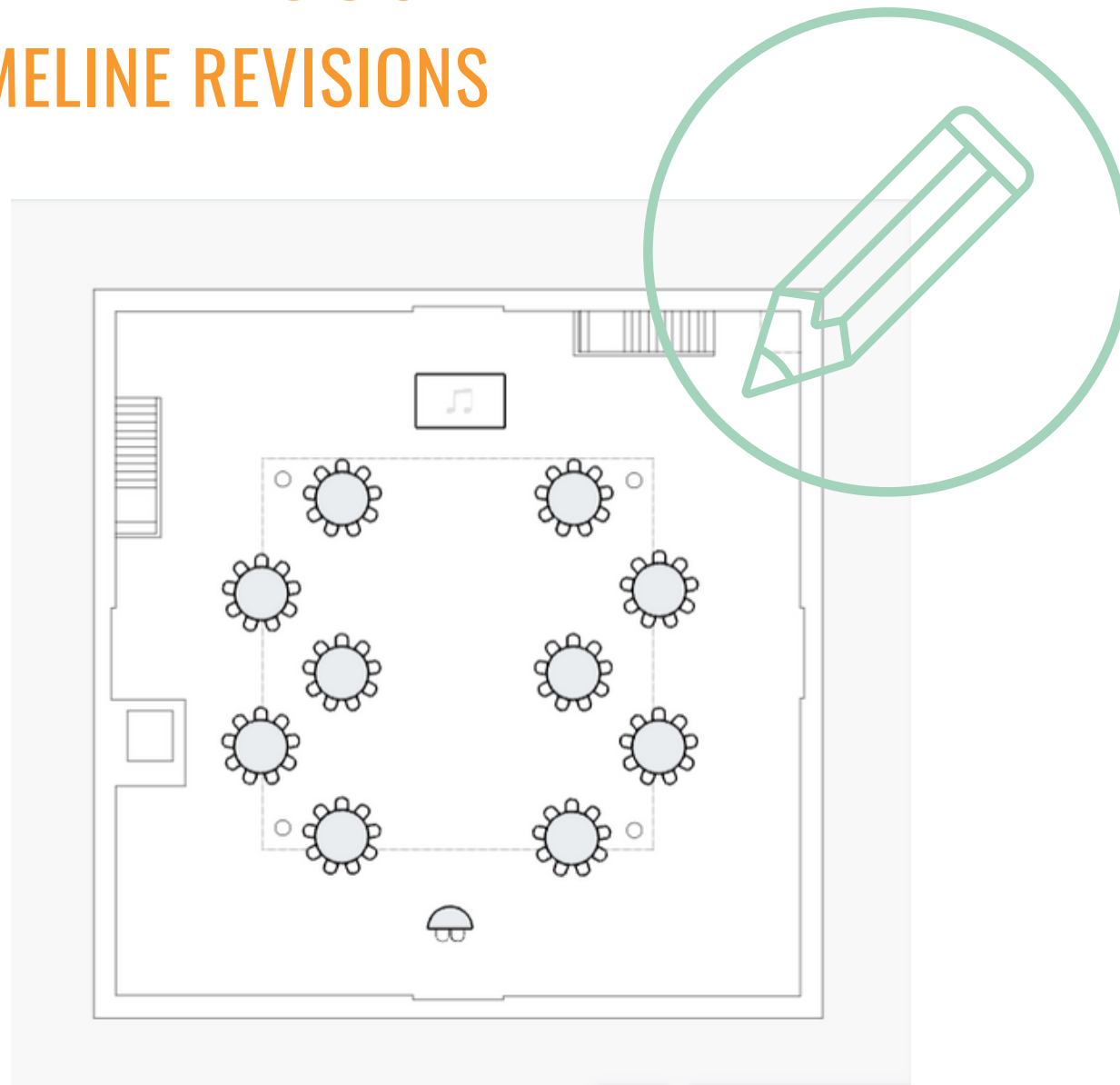
Notes Tab

Budget Management Tool

Wedding Website Feature

VENUE WALKTHROUGH

LAYOUT & TIMELINE REVISIONS



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

COORDINATOR & VENDOR COMMUNICATION

At this phase, your MEG planner 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 planner 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

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
Coffee table guest signing book (with sharpies)	1	On guest signing table	Yes

REHEARSAL - Day Of Coordinator

- 1 hour rehearsal at your venue
 - rehearse processional/recessional order and timing with wedding party
- Drop off all décor items with MEG day of coordinator at venue
- Answer any last minute wedding questions

WEDDING DAY - Day of Coordinator

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.

NEXT STEPS

1) Pricing

- MEG Coordination, Partial Planning ranges from \$2,750- \$4,750 (venue dependent)
- We require a 50% deposit to lock in coordination services
- The remaining balance is due 30 days before your event

2) Fill out our *Get to Know You Questionnaire*. This is an opportunity to share details about you and your fiancé with our team, 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.

3) Internal Planner Introduction: You will receive an introduction email inviting you to book a call with your assigned IP (Internal Planner.) They will take it from here to kick off Phase 1!

Questions?