

M EVENT PLANNING ASSISTANCE

Our team of event experts can assist you throughout the planning and the production of your event, creating a seamless transition from beginning to end.

We are dedicated to producing an event that exceeds your expectations. Below is a list of the many tasks needed to plan a successful wedding.

Milestone Events Group fee for these services is \$950. Please contact us with any questions you may have.

PRIOR TO WEDDING

- Prepare timeline for bride and groom to approve
- Send out approved timeline to vendors
- Prepare and review layout
- Confirm vendor list with contact information
- Review wedding party and ceremony processional
- Create processional list of names and place in order
- Confirm music cue's with bride, groom, and musicians/DJ
- Ceremony Rehearsal
- Collect items from bride and groom such as escort cards, programs, décor items
- Coordinate rehearsal processional with officiant
- Coordinate with wedding party where they will need to be the day of and what time
- Distribute emergency contact information to bride, groom, maid of honor, best man



DAY OF WEDDING

- Greet vendors upon arrival
- Set up personal items such as sign in book, escort cards, wedding favors
- Place water and sparkling wine in the bridal changing room and groom changing room
- Greet bride and bridesmaids and escort them to bridal changing room
- Greet groom and groomsmen as they arrive ensuring bride is hidden
- Hand out personal flowers to bride, bridesmaids, flower girls, M.O.B, M.O.G
- Pin personal flowers on groomsmen, bridal party (F.O.B, F.O.G)
- Coordinate with photographer for pre-ceremony photos
- Set up ceremony items such as programs, unity candle, reserved seating signs
- Confirm the music that the ceremony musicians and/or DJ and hand cue
- Greet guests as they arrive
- Communicate with ushers/groomsmen and guide them on proper ushering (if needed)
- Communicate with catering staff to invite guests to be seated for ceremony
- Communicate with bride and groom on timing and give them 5-10 min. alert
- Line up bridal party for their entrance down the aisle
- Cue musicians/DJ when bridal party is ready for processional





“Thank you so much for making our wedding day....perfect. We can't believe how beautiful everything was, how smoothly everything went, and how happy the celebration made all our loved ones. It was a pleasure working with Milestone at every point. THANK YOU for your kindness, patience and expertise.”

Karmah & Dan



POST CEREMONY

- Gather bride, groom, bridal party and family for photos
- Ensure proper flow of cocktail hour
- Review dining table layout and instruct catering staff to light candles, etc.
- Communicate with catering staff when they may invite guests to dinner
- Assist guests to locate their table
- Line up bride, groom, and bridal party for introduction
- Cue DJ/band when bridal party is ready for introduction
- Communicate with catering captain when toasts will begin to ensure guests have beverages at all times
- Communicate with guests who will be giving toasts and give them 5-10 minute alert prior
- Communicate and organize with bride and groom first dance/cake cutting
- Prevent and fix problems as they arise
- Remain easily accessible throughout the entire event
- Pack up gifts, miscellaneous ceremony/reception items into designated car
- Coordinate departure transportation
- Coordinate departure of vendors



MILESTONE
Events Group

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