

MILESTONE

Events Group



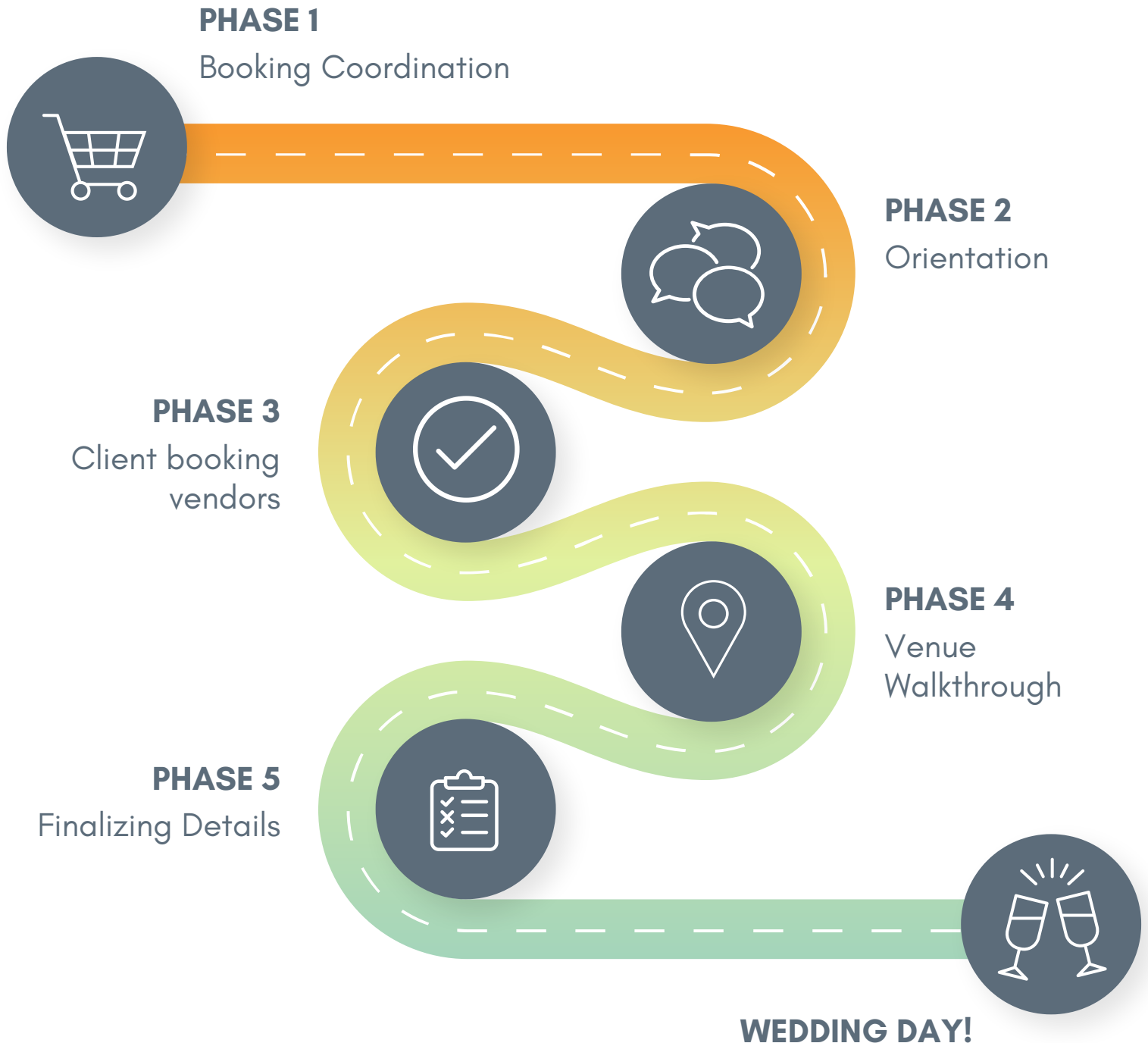
MILESTONE EVENTS GROUP COORDINATION SERVICES

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?

We're excited to offer you an amazing wedding coordination experience with our local team of event experts! We can't wait to be your sidekick from the planning process all the way to your special day. Take a look at the planning list below to gauge which level of service is a perfect fit for you. As an added perk, Site Management is already included in the site fee!

PLANNING PROCESS

MEG VENUE
MANAGER

MEG
COORDINATOR

Access to Aisle Planner tools



Refer vendors based on budget and style



Provide checklists to keep you on track during planning process



Prepare a detailed wedding day timeline for your approval



Create detailed schematics of event spaces



Create rain contingency plan



Management of rental orders



Create processional list



Refer local transportation for your guests



Refer & help secure rooms blocks at local hotels and accommodations



Coordinate installation and breakdown dates to vendors



Distribute timeline and other documents to vendors



Conduct walkthrough appointment with you and your fiancé



Collect seating chart and guest count from couple



Remain on site for ceremony rehearsal and décor drop off



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





Phase 2

ORIENTATION & CONSULTATION CALL

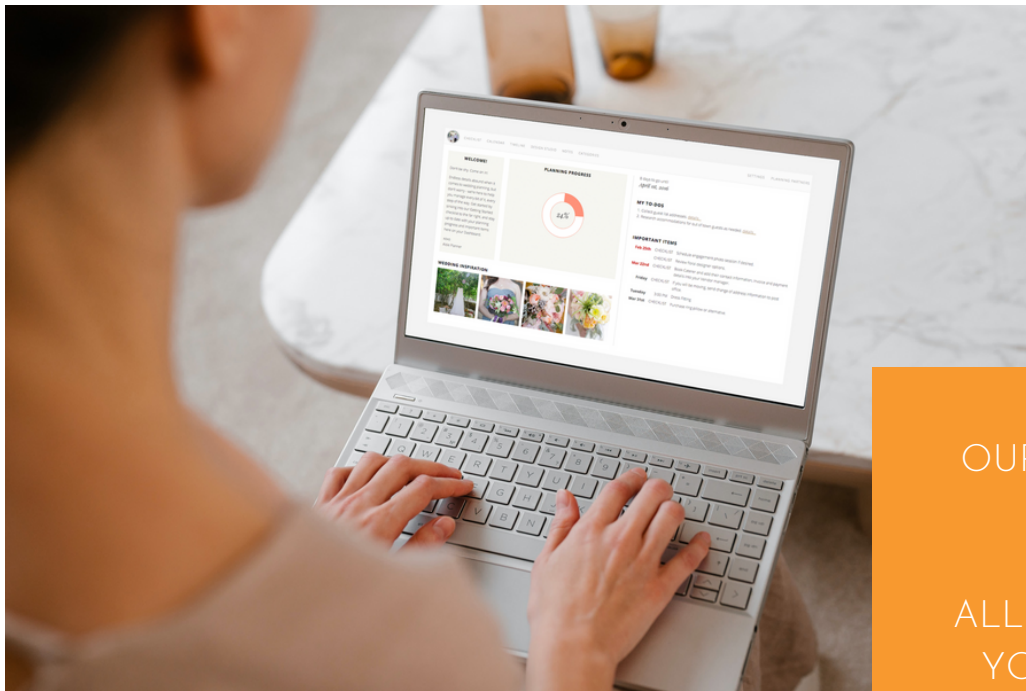
LET'S GET STARTED

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 budget and start saving!

▼ 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 Rite, 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



WEDDING PLANNER

Bethany & Will's Wedding

CREATE NEW STYLE GUIDE

STYLE GUIDE MY FAVORITE PALETTE

Decor Ideas
CORINA & MATTHEW Stationery
Mood Board
Signature Drinks
Hair Styles I Love
Tabletop Design
Lighting Ideas
Venue

▼ Guest Manager Tool

TO LA LURE CHRISTY AND KYLE'S WEDDING

HOME SET INSPIRED AISLE GUIDE FIND A PRO MY FAVORITE COMMUNITY TAYLOR

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

GUESTS MESSAGES

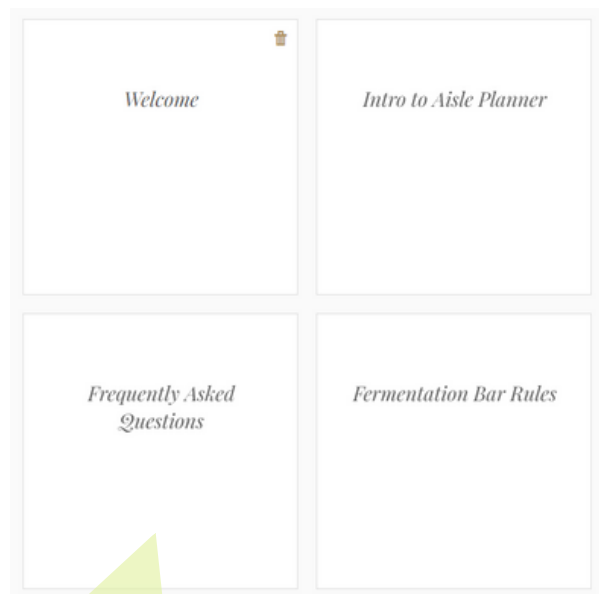
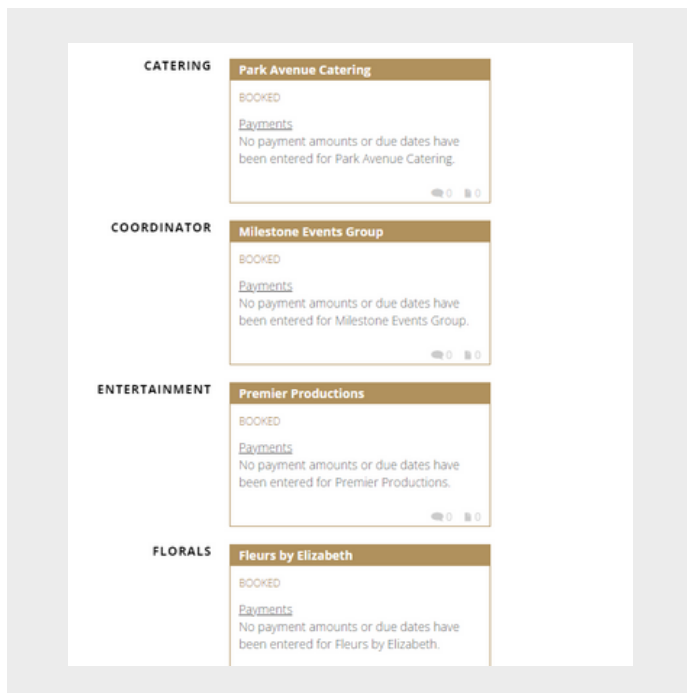
MINI-MESSAGES MANAGE GUESTS

RSVP #	Names & Email	Formal Addressing & Phone	Event Name	Response	Group
101	Christy Cowan & Kyle Johnson	Christy Cowan & Kyle Johnson	New Event Name	ALLIE	Attending
102	Care & Alyssa Cowan	Care & Alyssa Cowan	Event Location (optional)	ALLIE	"
110	Melissa Cowan & Guest	Melissa Cowan & Guest	Select a date and time for the event (optional)	ALLIE	"
122	Gillian DeWitt & Guest	Gillian DeWitt & Guest		ALLIE	"
132	Taylor & Brett Kellman	Taylor & Brett Kellman		ALLIE	Attending
120	Kelly Krystopowicz & Guest	Kelly Krystopowicz & Guest		ALLIE	"
112	Regina Landford & Guest	Regina Landford & Guest		ALLIE	"
118	Landra & Chris Laugi	Landra & Chris Laugi		ALLIE	"
116	Katherine & Chris Oyer	Katherine & Chris Oyer		ALLIE	"
108	Francine Ribes & Guest	Francine Ribes & Guest		ALLIE	"
117	Maria Rodriguez & Guest	Maria Rodriguez & Guest		ALLIE	"
111	Erin Shelton	Erin Shelton		ALLIE	"
106	Ashley Smith	Ashley Smith		ALLIE	"
114	Melissa & Mark Searcy	Melissa & Mark Searcy		ALLIE	"
103	Cassie Templeman & Jeremy Templeman	Cassie Templeman & Jeremy Templeman		ALLIE	"
104	Jon Wajolik & Carol Wajolik	Jon Wajolik & Carol Wajolik		ALLIE	"

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

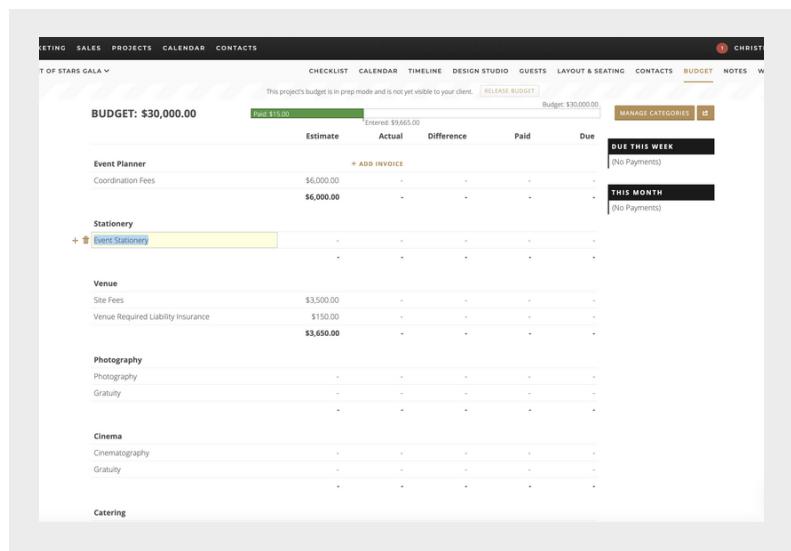
CREATE EVENT

Contacts



Notes

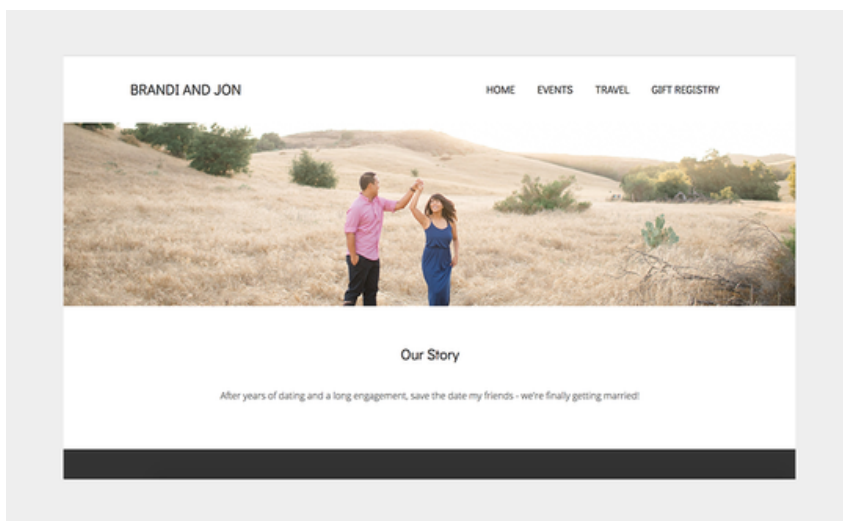
Budget Management Tool



The screenshot shows a web application interface for budget management. The main section displays a table with columns: Estimate, Actual, Difference, Paid, and Due. The table is organized by categories: Event Planner, Stationery, Venue, Photography, Cinema, and Catering. A sidebar on the right shows a summary of the budget.

Category	Estimate	Actual	Difference	Paid	Due
Event Planner					
Coordination Fees	\$6,000.00	-	-	-	-
	\$6,000.00	-	-	-	-
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



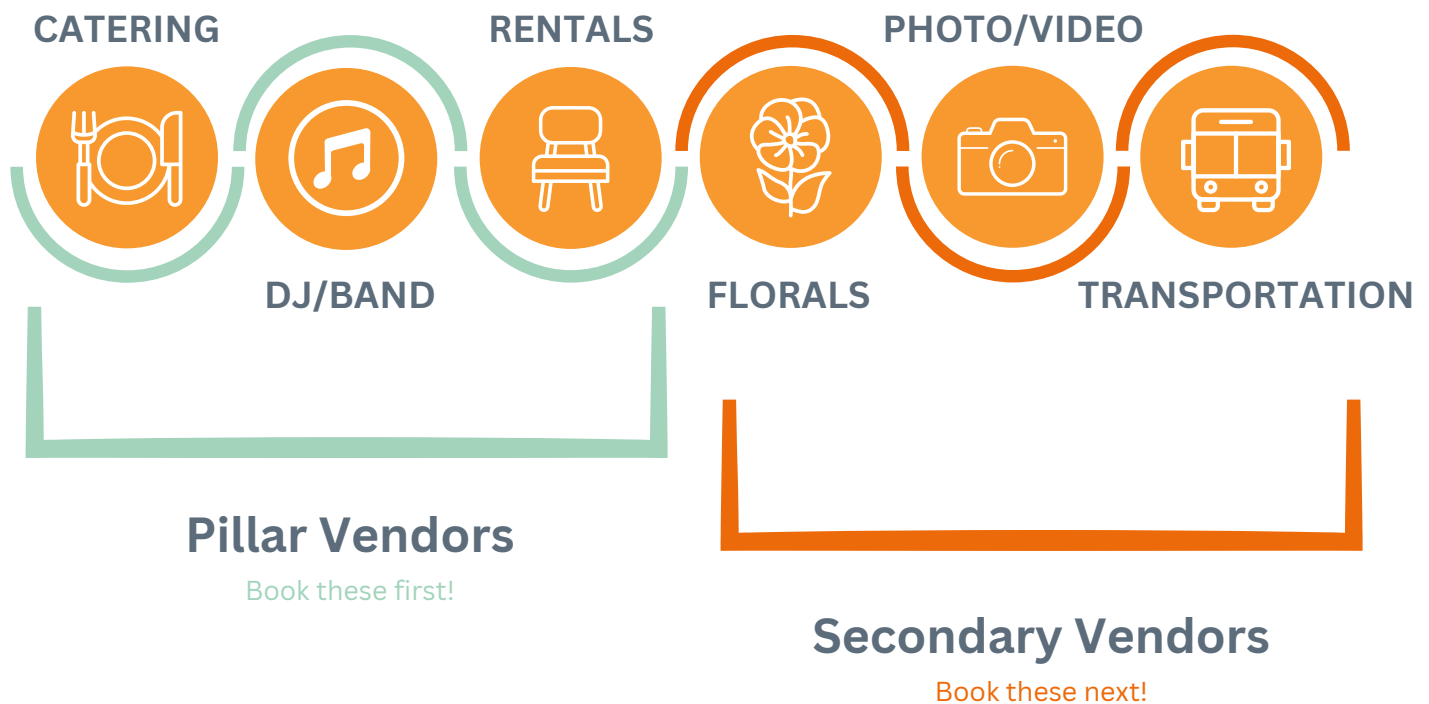


Phase 3

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)

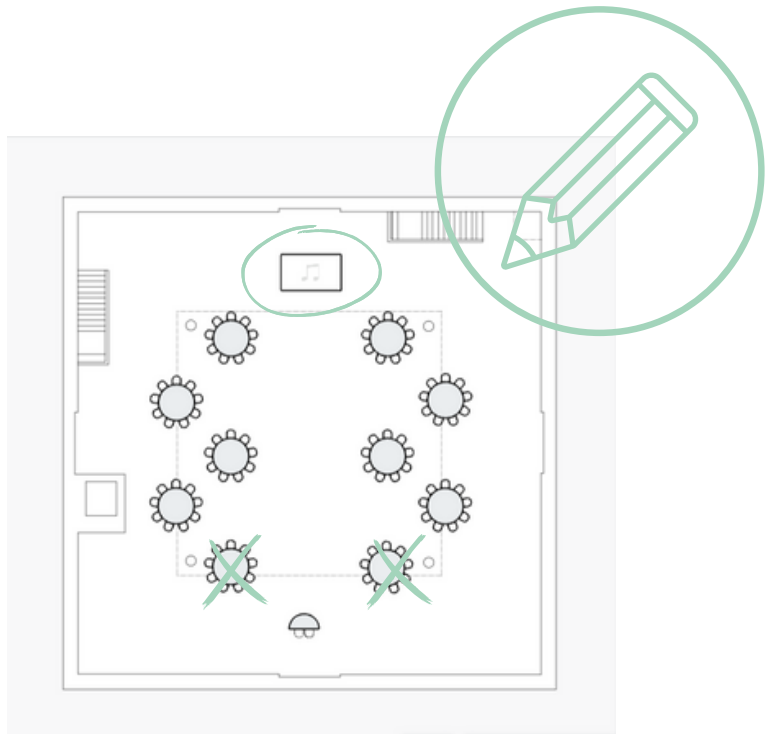
VENUE WALKTHROUGH

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.





EXPERIENCE A MILESTONE EVENT

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