



EVENT AGREEMENT SUMMARY

Agreement Date: August 9th, 2024

Event Date: Saturday, April 19th, 2025

Venue: Villa Chanticleer

Type of Event: Prom

Event Manager: Milestone Events Group
3663 N. Laughlin Rd., Ste 200
Santa Rosa, CA 95403

E-mail: events@milestoneeventsgroup.com

Clients: Piner High School- Cim Case

Address: 1700 Fulton Rd.

City: Santa Rosa

State: CA

Zip Code: 95403

Email: ccase@srcs.k12.ra.us

Telephone: 707-890-3840

Event Time Beginning: 6:00 PM

Estimated Guest Count: 400

Event Time Ending: 10:00 PM

Maximum Allowable Guest Count: 632

Site Fee: \$5,500.00

Bar Package: TBD

Custodial Fee: \$500.00

Service Charge: 20% gratuity on bar total

Security Deposit: \$1,000.00

Total Deposit Due: \$2,750.00

EVENT AGREEMENT

This Event Agreement (“**Agreement**”) is entered into by and between the Event Manager and the Client, as set forth in the Summary and the Rules and Regulations, attached hereto and incorporated herein by this reference. The parties agree as follows:

1. Event. The event that is the subject of this Agreement (“**Event**”) is described more fully in the Summary that precedes this Agreement. By execution of this Agreement, the Event Manager agrees to provide, and the Client agrees to purchase the Event, on the terms and conditions set forth in this Agreement.

2. Fees and Charges.

a. Site Fee. The Site Fee is for the use of the facilities at the Venue for the Event. In addition, Client may be required to pay additional fees for goods or services provided by the Events Manager, in addition to payments due vendors and the Venue, as specified herein. A Reservation Deposit equal to one-half (1/2) of the Site Fee in addition to the Security Deposit described below is due upon signing of this Agreement and will create a reservation for the Event. Payment of the full amount of the Site Fee is due in full thirty (30) days prior to the Event and is subject to the Event Manager’s cancellation and refund policies described below. In the event that the Client extends the duration of the event in excess of the Event beginning and ending times as specified herein the Client shall pay an additional Site Fee in the amount of \$500 per hour or fraction thereof for such extended occupation. Allowable access to the Venue for Client’s guests and vendors for delivery, set-up, decoration, breakdown, clean-up or removal of personal property is defined in the Rules and Regulations for the Venue attached hereto. If any of the Client’s guests or vendors are present and active in the facilities outside the indicated time period specified, the Client shall pay an additional Site Fee in the amount of \$500 per hour or fraction thereof for such extended occupation. If the full Site Fee or other fees due pursuant to this Agreement are not timely paid, the Event Manager retains the option to terminate this Agreement, subject to its cancellation and refund policies.

b. Bar Package. Except for the non-profit option, all bar packages include glassware, non-alcoholic beverages, ice and bartenders. If a beer, wine and non-alcoholic beverage package is chosen, approximately one bartender per 75 guests will be provided. If a bar package with hard alcohol is chosen, approximately one bartender per 50 guests will be provided. Except for the non-profit option, Event Manager will provide all bartenders and outside bartenders are not allowed. At the discretion of the Event Manager, security may be required for events. No bar package will exceed 6 hours and bar service will be discontinued 30 minutes prior to the end of the Event. Payment of the full amount of the bar package is due in

full thirty (30) days prior to the Event and is subject to the Event Manager's cancellation and refund policies described below. The Client may choose one of the bar packages below:

___ BYO – Client supplies all beer and wine. The Event Manager provides all bartenders and a featured selection of non-alcoholic beverages. Client may not bring hard alcohol onto the Venue. Client has the option of offering a cash bar for hard alcoholic beverages. The cost is \$20.00 per guest with a minimum fee of \$2000 and there is no additional corkage fee for Client supplied beer and wine.

___ Villa Beer and Wine - Event Manager provides a featured selection of beer, wine, and non-alcoholic beverages. Client may choose up to two white wines, two red wines and a featured selection of beers on tap. Client has the option of offering a cash bar for hard alcoholic beverages. The cost is \$27.50 per guest with a minimum fee of \$2000.

___ Villa Specialty Bar Well - Well Spirits. Event Manager provides a featured selection of beer, wine, hard alcohol and non-alcoholic beverages. Client may choose up to two white wines, two red wines, a featured selection of beers on tap, and will receive 4 signature cocktails from a menu provided by the Event Manager. The cost is \$30.00 per guest with a minimum fee of \$2000.

___ Villa Specialty Bar Top Shelf - Top Shelf Spirits. Event Manager provides a featured selection of beer, wine, hard alcohol and non-alcoholic beverages. Client may choose up to two white wines, two red wines, a featured selection of beers on tap, and will receive 4 signature cocktails from a menu provided by the Event Manager. The cost is \$35.00 per guest with a minimum fee of \$2000.

___ Non-Profit – With Event Manager permission, a non-profit Client may supply donated beer, wine and hard alcohol. The non-profit Client is responsible for obtaining the proper ABC license for the day of the Event. Non-profit representatives and volunteers are not allowed to serve from behind the Villa Chanticleer bar. Anyone serving alcohol must be RBST certified and Client is responsible for providing proof of the RBST certification. The Event Manager will only allow the non-profit option with RBST bartenders and if RBST bartenders with proper documented certification is not provided, the Event Manager will provide RBST bartenders and the costs and terms associated with the BYO option will be incurred. The non-profit Client is responsible for providing all glassware, garnishes, supplies, non-alcoholic beverages, ice and bartenders. There is no cost for this option.

c. Event Coordinator Charges. Event Manager may provide event coordination, organizing and management services as more fully described in Exhibit A. If the client elects to obtain coordination services from Milestone payment of fifty percent (50%) of coordination charges is due when Client selects Milestone. The balance is due in full thirty (30) days prior to the Event and is subject to the Event Manager's cancellation and refund policies described below.

d. Custodial Fee. The custodial fee covers setting up and taking down all Venue owned furniture and equipment and sweeping, mopping and restrooms. The custodial fee does not include the setup or taking down of third-party rental items or Client furnished décor. Payment of the full amount of the custodial fee is due in full thirty (30) days prior to the Event and is subject to the Event Manager's cancellation and refund policies described below.

e. Service Charge. A service charge of 20% is applied to the total cost of the bar package and custodial fee. Payment of the full amount of the service charge is due in full thirty (30) days prior to the Event and is subject to the Event Manager's cancellation and refund policies described below.

f. Rental Items. The Venue has china, flatware and glassware available for rental. Client is responsible for any loss or damage to rental items. All rental items need to be scraped of debris, placed in the proper rack and left next to the dishwasher at the end of the Event. Payment of the full amount of the rental items is due in full thirty (30) days prior to the Event and is subject to the Event Manager's cancellation and refund policies described below.

g. Security Deposit. The Security Deposit is owed in addition to the Site Fee and is due at the time of execution of this Agreement. The Security Deposit will be used or applied to (i) offset any loss of or damage to facilities or property of the Event Manager or of the Venue, resulting from the negligent acts of the Client or the Client's guests, vendors or agents; (ii) payment of any supplemental payments, for any additional goods or services or for the extended occupation of the facilities; or (iii) fees associated with late cancellation of the Event. The Client's liability for such loss or damage or for any payments due and payable pursuant to this Agreement are not limited to the deposited amounts. Failure to pay any amounts when due will result in the forfeiture of 50% of the Security Deposit. The Security Deposit, less any charges, will be released to the Client within thirty (30) days after the Event.

h. Supplemental Charges. If there is loss or damage to any property or there are any supplemental payments due, Client shall pay such amounts immediately upon demand. On the day of the Event, if there are additional charges due to the Event Manager (such as an

increase in supplied goods or services) such charges are due and payable on the day of the Event. A valid credit card must be kept on file for payment of additional charges.

i. Vendor Charges. All vendors who provide goods or services for the Event must be approved by the Event Manager and enter into an agreement (“**Access Agreement**”) with the Event Manager (as further set forth in Section 6 below). Vendor charges may be invoiced by the Event Manager or directly by the Vendor but in either case the Client shall be responsible for all vendor costs. If the Client or the Client’s guests or other vendors cause the costs to any vendor to exceed the amount contracted, the Client shall be responsible for such cost increases and shall immediately pay such increased amounts as requested. There may also be an additional fee if the Client chooses to use a Vendor that is not on the Approved Vendor List as described below.

2. Cancellation of the Event/Refund Policy. If the Client cancels the Event six (6) months or more prior to the Event Date, the Reservation Deposit and Security Deposit will be refunded in full, less any out-of-pocket costs reasonably incurred by the Event Manager. If the Client cancels the Event within six (6) months prior to the scheduled Event Date, the Reservation Deposit will not be refunded to the Client and the Security Deposit will be refunded in full. If the Client cancels the Event within thirty (30) days prior to the Event Date, no refunds will be made.

3. Use of Facilities. The Event Manager represents and warrants that it has full power and authority to enter into this Agreement and to commit the Venue for the Event. The Event will occur at the Venue as described in the Summary. The use of the Venue is subject to the Rules and Regulations attached hereto. Any violation of the Rules and Regulations by the Client or the Client’s guests or vendors may subject the Client to cancellation of the Event, as well as responsibility for damages and loss of paid fees.

4. Guest Count. Upon execution of this Agreement, Client will provide an Initial Guest Estimate of the number of guests anticipated for the Event. The Summary sets forth the Maximum Guest Count permitted in the Venue for the Event. In no event will the Event be permitted to have any more guests than the Maximum Guest Count.

5. Vendors. All vendors who provide supplies and services for the Event shall be approved vendors of the Event Manager and shall enter into an Access Agreement with the Event Manager unless specifically agreed to otherwise. The Access Agreement will require that vendors provide the Event Manager with a copy of any agreement with the Client. The Access Agreement will also establish the rules for being placed on the Approved Vendor List and may include payment by the vendor to the Event Manager. If the Client wishes to utilize any vendors

that are not on the Event Manager's Approved Vendor List, the names of such vendors shall be provided to the Event Manager at least two (2) months prior to the Event for review and approval, unless otherwise agreed to by the Event Manager. The Event Manager will only grant approval if such vendors have executed appropriate agreements (including an Access Agreement) and have appropriate insurance in place with the Event Manager and the Venue named as additional insureds. Any family or friends of the Client providing gratis goods or services must also execute agreements (including an Access Agreement) with the Event Manager prior to the Event. Any vendors, friends or family who are not approved vendors must have made at least one (1) prior visit to the site prior to the Event. Food for wedding Events must be prepared by a certified and insured catering or restaurant vendor.

6. Decorations. Any Client supplied decorations or alterations of the Venue must be pre-approved by the Event Manager in writing at least one (1) month prior to the Event. All decorations must be removed by the Client or the Client's agents or vendors before vacating the Venue on the day of the Event. The continued presence of such decorations will be considered to be a continued occupancy of the Venue. Any decorations left at the Venue will be promptly removed and all related costs and expenses will be deducted from the Client's Security Deposit.

7. Compliance With Laws. The Client and the Client's guests and vendors shall comply with all applicable local, state and federal laws, statutes, ordinances and requirements pertaining to the Event. It shall be the Client's responsibility to notify the Event Manager if any guests are under the age of 21 and the Event Manager reserves the right to require identification and proof of age from persons appearing or otherwise believed to be underage. The Client agrees to cooperate with the Event Manager, or its agents and the Venue, in enforcing the prohibitions of service to or consumption by minors of alcoholic beverages and the prohibition against serving alcoholic beverages to apparently intoxicated persons. The Event Manager reserves the right to require that servers cease service to any person believed to be underage or who appears to be intoxicated.

8. Loss or Damage to Property/Indemnification/Non-Responsibility. The Client shall be responsible for property loss or damage caused by the negligent acts of the Client or the Client's guests, or vendors arising from or related to the Event. Client shall not commit or permit any of its guests or vendors to commit any act resulting in destruction, defacement, damage, impairment or removal of or to any property, real or personal, belonging to the Venue, to the Event Manager or to vendors. This includes, but is not limited to, buildings, structures, fixtures, equipment, furniture, artwork, land or other improvements or property of whatever nature in or on the Venue.

The Event Manager shall not be liable to the Client or the Client's guests or vendors for injury including death or property damage, or other loss suffered thereby that occurs at or on the Venue or any part of it or otherwise related to the Event, unless the injury, damage or other loss is caused by the gross negligence or willful misconduct of the Event Manager or its agents, employees or vendors. To the fullest extent permissible under applicable law, and except as limited by the preceding sentence, the Client shall indemnify, defend, and hold the Event Manager and the Venue harmless from and against any and all liabilities, costs (including reasonable attorneys' fees and litigation expenses and fees) or claims for such injuries or loss sustained by the Client or the Client's guests or vendors that relate to or arise from the Event. The Event Manager and the Venue shall not be held responsible for the Client's contractual obligations to its vendors contracted for directly by the Client. The Event Manager and the Venue shall not be responsible for the safety of any personal property of the Client, the Client's guests, or vendors, including but not limited to, vehicles or articles left in vehicles or elsewhere at the Venue. If Event Manager cancels the Event for failure of the Client, the Client's guests or vendors to meet any of the requirements imposed hereby, the Event Manager and Venue shall not be responsible to the Client, the Client's guests or vendors for any loss or damage resulting in such termination.

9. Insurance. The Client shall obtain special event general liability insurance with per occurrence limits of at least \$1,000,000 and aggregate coverage of at least \$2,000,000 insuring its liability for injury and loss and naming the Event Manager and the Venue as additional insureds. The insurance coverage shall include a waiver of subrogation clause and host liquor liability. The Event Manager may offer such insurance through an approved insurer. If Client chooses to obtain such insurance on its own, then not less than thirty (30) days prior to the Event, the Client shall deliver to the Event Manager a certificate of insurance evidencing the foregoing. Failing to timely submit the required certificate of insurance may result in the cancellation of the Event.

10. Contact With Client. The Client has identified in the Summary a Client Contact for all communication with the Client. During the Event, the Event Manager will have the right to contact such Client Contact if any issues arise with regard to the Event. The Event Manager's contact information is set forth on the Summary and the Event Manager will endeavor to have such contact available for normal business hours leading up to and during the Event time periods.

11. Miscellaneous. This Agreement shall be governed by the laws of the State of California without regard to the choice of law statutes. Subject to Section 14 below, any legal action arising from or pertaining to this Agreement or the Event, regardless of relief sought, shall be filed in a Superior Court in and for the County of Sonoma, State of California. If any part

of this Agreement is determined to be violating laws or is otherwise unenforceable, said part shall be deemed to be deleted and the balance of this Agreement shall remain in full force and effect. This is the entire integrated agreement of the parties with regard to the matters set forth herein. Any change or amendment to the terms of this Agreement must be in writing and signed by the Client and the Event Manager. This Agreement shall apply to the successors and assigns of each.

12. Force Majeure. The Event Manager shall not be responsible for inclement weather. Due to the unpredictability of weather in Sonoma County, the Event Manager recommends informing guests to dress accordingly to forecasted weather. The Event Manager assumes no responsibility for advising the Client or the Client's guests as to the expected weather or types of weather and the Event Manager shall not be responsible for making any changes in the arrangements for the Event in light of expected weather. The Client recognizes that in some instances rentals of tents, heaters or fans at the Client's expense may be required as a result of the weather forecast during the Event.

In addition, no party shall be liable for any failure, performance, or obligations hereunder if such failure results from any act of God, flood, earthquake, fire, smoke, drought, imminent threat to public health or safety, government actions, war or civil unrest affecting the Sonoma County region or other causes beyond such party's reasonable control (but excluding any failure caused by that party's financial condition or negligence).

13. Dispute Resolution. The Parties intend that any differences between them concerning this Agreement will be resolved amicably by good faith discussion and/or mediation, if possible. Accordingly, except with respect to injunctive relief as provided in Section 16 below, neither Party shall institute a proceeding in any court to resolve a Dispute (as defined below) between the Parties before the Parties have sought to resolve the Dispute by completing the following dispute resolution process: In the event that any dispute, claim or controversy arises out of the interpretation, application, compliance with, or enforcement of any terms or covenants of this Agreement (collectively, a "Dispute"), the Party claiming the Dispute (the "Claimant Party") shall provide the other Party (the "Responding Party"), via Certified Mail or email to the addresses set forth on the Summary page of this Agreement, a written notice describing the nature of the Dispute in sufficient detail for the Responding Party to understand and respond to the Dispute (a "Dispute Notice"). The Responding Party shall have ten (10) business days following receipt of a Dispute Notice to provide the Claimant Party, via Certified Mail or email to the addresses set forth on the Summary page of this Agreement, with a written response to the Dispute Notice. The Parties shall thereafter attempt in good faith to negotiate a just and equitable resolution of such Dispute satisfactory to both Parties. In the event that such Dispute is not resolved within twenty (20) days following the Responding Party's receipt of the

Dispute Notice, the Parties agree that the Dispute shall be submitted to non-binding mediation (“Mediation”). Any such Mediation will be conducted in the County of Sonoma, California, unless otherwise mutually agreed to by the Parties, and by a mediator that is mutually agreed upon by the Parties. The Parties agree that they will share the costs of the mediator and Mediation equally. The Mediation shall be attended by representatives of each Party with authority to settle or resolve the Dispute on behalf of such Party. The Parties agree to cooperate fully and fairly with the mediator, to participate in the Mediation in good faith, and to use their best efforts to resolve the Dispute within thirty (10) business days following the conclusion of the Mediation.

Should the Parties be unable to resolve the Dispute through the dispute resolution process set forth in the foregoing paragraph of this Section 14, either Party may initiate a proceeding consistent with the terms of Section 15 of this Agreement to interpret or enforce any terms or covenants of this Agreement. If any Party is required to engage an attorney to interpret, enforce or defend any of the terms or covenants of this Agreement in a formal legal proceeding, the prevailing Party shall be entitled to recover all reasonable expenses, costs and attorneys’ fees incurred in connection with such enforcement of every kind, nature or description whatsoever, in addition to any other relief to which the Party may be entitled. (The phrase “prevailing Party” shall include a Party who receives substantially the relief sought by that Party, whether by settlement, dismissal, order, judgment, summary judgment, or otherwise.)

14. Governing Law, Forum for Disputes. This Agreement, and any dispute, claim, or controversy arising under or related to this Agreement, shall in all respects be governed by, construed, interpreted, and enforced pursuant to the Law of the State of California, without regard to the conflicts of law principles of the State of California. The Parties hereby agree that any Dispute arising from this Agreement that cannot be resolved pursuant to the dispute resolution process set forth in Section 14 shall be adjudicated, if at all, in the Superior Court of California, County of Sonoma, located in Santa Rosa, CA. The Parties irrevocably and unconditionally consent and agree to submit to the personal jurisdiction of the Superior Court of California, County of Sonoma, which shall have exclusive jurisdiction for the purpose of adjudicating any Disputes arising out of or related to this Agreement that cannot be resolved pursuant to the dispute resolution process set forth in Section 14. The Parties agree not to commence any action, suit or proceedings arising out of or related to this Agreement except in such court, and waive any objection to the laying of venue for any such action, suit or proceeding in such court, including any objection based on inconvenient forum.

15. Specific Performance. Each Party acknowledges and agrees that the other Party would be irreparably harmed if any of the provisions of this Agreement are not performed in accordance with their specific terms and that any such breach could not be adequately



compensated in all cases by monetary damages alone. Accordingly, each Party agrees that, in addition to any other right or remedy to which a Party may be entitled at law or in equity, each Party shall be entitled to seek from the Superior Court of California, County of Sonoma, any interim or provisional relief, including injunctive relief, that is necessary to protect the rights or property of that Party pending completion of the dispute resolution process set forth in Section 14.

****SIGNATURES CONTAINED ON FOLLOWING PAGE****



Agreed as of the date set forth on the Summary page of this Agreement.

Client: _____

Print Name: _____

Date: _____

Event Manager:

Milestone Events Group LLC,
a California limited liability company

By: _____

Name: _____, Manager

Date: _____



Villa Chanticleer

Rules and Regulations

Time Allowances

1. The bridal room is included with in the site fee and is available for use from 11:00 am.
2. Access to the venue for event setup will be available 4 hours prior to event start time.
3. Early venue access may be approved by event manager at \$200 per hour at least 30 days prior to event.
4. The property will be available to receive event guests no earlier than 30 minutes before the start of the event.
5. Ceremony rehearsal time will be planned based on the availability of the property and cannot be guaranteed until 30 days prior to your event.
6. An additional event time is available at \$500.00 per hour for an earlier start time.
7. Guest departure will need to be completed within 30 minutes of the event conclusion.
8. Event breakdown & vendor departure must conclude within 90 minutes of the event end time. Additional breakdown time will result in overtime charges of \$200 per hour.

Parking

1. Consumption of alcohol or cannabis, as well as smoking and playing music in the parking areas are prohibited. Guests should arrive, enter the premises, and when appropriate, depart without loitering in the parking areas.

Décor

1. It is required that all personal and décor items be removed from the property the night of the event. It is the client's responsibility to ensure that someone is assigned to complete this task.
2. Flowers and any flower petals must be removed during the evening of the event and is the client's responsibility. No synthetic flower petals or synthetic materials of any type will be allowed to be dispersed on the ground.
3. Confetti, glitter, birdseed, rice, or any material that will stick to the floors is not allowed in any indoor spaces.
4. All décor items and installation methods must be approved by the Event Manager prior to the event.
5. The use of sparklers or open flames of any kind are prohibited.
6. The client is responsible for securing gifts and cards brought to the event. Event Manager is not liable for loss or misplacement of gifts or cards.

Alcohol / Smoking / Drugs

1. Venue staff has the right to refuse service or shut down bar service at any time. The client is responsible for guest and vendor conduct for the entirety of the event.
2. No open bottles of alcohol are allowed on dining tables.
3. Alcohol may be consumed in the garden and indoor spaces only. Alcohol may not be taken to the parking lot.
4. Smoking is allowed in designated parking lot areas only.
5. As a city property, local and state alcohol laws are taken seriously. As such, all alcohol (includes beer, wine, hard seltzer, liquor, etc.) must be served by a trained bartender or dining staff.
6. All alcohol purchased for the BYO bar option must be delivered the day before the event and stored behind the bar.
7. If any guest or the Client is found consuming alcohol they have brought onto the Villa property, it will be immediately confiscated and \$150 per infraction will be deducted from the security deposit, up to the whole amount of the security deposit. It is the Client's responsibility to convey the importance of this rule to guests before the event and let them know that absolutely no outside alcohol is allowed in the building or parking lot. This policy also extends to any drugs including marijuana.
8. If the Client would like to have alcohol in either the bride or groom suites, please contact the Events Manager and arrangements can be made to have beer or wine available for the Client upon their arrival.

Music

1. If a DJ is desired that is not on the approved list, there is an approval process for consideration and a buyout fee of \$500.00 if the alternate DJ meets all requirements.
2. Light background music is allowed during the wedding ceremony and cocktail hour under the guidance of the event manager.
3. Sonoma County Sound Ordinance requires that all amplified music end by 10:00pm.
4. Amplified DJ & live bands allowed indoors only, and decibel levels monitored during the event.

Catering, Rentals and Event Coordination

1. If a caterer is desired that is not on the approved list, outside caterers may go through an approval process for consideration.
2. All caterers must stay until the end of the event and bus all glassware to the bar throughout the event.



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3. Milestone Events Group will place and manage all rental orders. All weddings require at minimum a day-of coordinator. The coordinator must be an insured professional and may not be a guest at the wedding.

Facilities

1. All exterior doors need to remain closed during the event and during sound checks.
2. The client, or its vendors or designated representatives, are responsible for removal of all garbage and decorations at the end of the event. Separate on-site dumpsters are available for garbage and recycling and waste must be sorted into the appropriate bins.
3. Setup of venue tables & chairs (ceremony & reception) included in site fee.
4. Villa gardens available for ceremony only- no dining in the garden and must be vacated by sunset.
5. Lobby furniture must stay in place. Bar tables & chairs may be re-arranged and must remain indoors.
6. Use of the kitchen includes full access to the commercial refrigerator next to the stove, as well as access to the upright commercial freezer.

Health Orders

1. This event will be under the current COVID-19 guidance per the Coronavirus – Health Orders & Guidance Archive as applicable on the event date.

***Rules & Regulations are established to ensure that the property & event guests are able to coexist in a functional manner. Failure to adhere to these rules & regulations may result in forfeiture of all or some of your security deposit.**

Exhibit A

Milestone Events Group recognizes that every wedding is unique and different. For that reason, we included a list of many of the items needed to plan a wedding. While it's not a complete list of all wedding planning needs, the details below are vital to the success of your wedding.

6 weeks 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 cues 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 and/or coordinate with vendors upon arrival, as needed
- 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, if desired)
- 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 will play 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 w/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

Post-Ceremony:

- Gather bride, groom, bridal party and family for photos
- Coordinate proper flow of cocktail hour



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- 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
- 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
- Pack up gifts, miscellaneous ceremony/reception items into designated car
- Coordinate departure transportation
- Coordinate departure of vendors

Milestone Events Group performs the above services leading up to and throughout the day of your event. We offer these services for \$2500.

