

Event Management Plan
4581 and 4565 Dove Meadows Court
Lakeland, 33810

The McQuillen Wedding Venue will offer a luxurious and beautiful setting for weddings, providing top-notch services including catering, décor, planning assistance, and event coordination. This event management plan outlines the procedures and strategies to ensure each wedding is flawlessly executed and provides an unforgettable experience for the clients and their guests.

1. Pre-Event Planning - Managed by Venue Staff

- Meet with the clients to discuss their vision, preferences, and specific requirements.
- Provide a tour of the venue and showcase preferred vendors and amenities.
- Discuss budget.
- Draft a detailed contract outlining the terms and conditions, including payment schedules, cancellation policies, and service details.
- Secure a deposit to confirm the booking.

Event Design and Planning - Managed by Event Planner

- Works with clients to develop a detailed event plan, including theme, color scheme, and layout.
- Review a timeline for the event, from setup to breakdown.
- Coordinate with external vendors (florists, photographers, DJs, etc.) as needed.
- Schedule regular check-ins with the clients to review progress and make adjustments as necessary.
- Provide clients with a detailed checklist and timeline leading up to the wedding day.
- Assist clients in selecting reputable vendors for catering, photography, entertainment, etc.
- Provide a list of preferred vendors who have previously worked with the venue.
- Ensure all vendors are aware of the venue's policies and timelines.
- Maintain open lines of communication with all vendors to ensure seamless coordination.
- Confirm arrival times, setup requirements, and any special instructions.

3. Venue Preparation - Managed by Event Planner and Venue Staff

- Prepare a detailed layout plan for the ceremony and reception areas.
- Coordinate with decorators and setup crews to ensure timely and accurate setup.
- Ensure all audio-visual equipment is tested and functioning properly.
- Arrange for any additional technical support needed for the event.
- Conduct a pre-event meeting with all venue staff to review the event schedule, responsibilities, and contingency plans.

4. Event Day Management - Managed by Event Planner and Venue Staff

- Oversee the adherence to the event timeline, ensuring each segment starts and ends on time.
- Provide gentle reminders to clients and vendors about upcoming segments.
- Ensure a smooth guest arrival and seating process.
- Address any guest concerns or special requests promptly.
- Serve as the main point of contact for all vendors on the day of the event.
- Ensure vendors adhere to the agreed-upon schedule and setup requirements.
- Continuously monitor the event to address any issues or emergencies.
- Ensure all elements of the event (catering, entertainment, décor) meet the venue's high standards.

5. Post-Event Wrap-Up - Managed by Venue Staff and Event Planner

- Breakdown and Cleanup Oversee the breakdown and cleanup of the venue.
- Ensure all rental equipment is returned and the venue is restored to its original condition.
- Send a thank-you note to the clients.
- Request feedback and a testimonial to improve services and attract future clients.

6. Continuous Improvement - Managed by Event Planner and Staff

- Conduct a post-event review with the team to discuss what went well and areas for improvement.
- Analyze client feedback to refine services and processes.

Parking Areas: Idle parking is allowed along the circular driveway for vendors only prior to the event. Vendors will have a separate parking area (10 spaces); Guest parking will be located on the main property (40 spaces) and on the adjacent area (70 spaces).

On-site Circulation Plan: All arriving vehicles for the general public will enter the site via an ingress only driveway on 4581 Dove Meadows Court. No vehicles may exit the premises via this entrance. Visitors have the option of using the circular driveway for drop off before driving along a 22 ft wide public service road that veers off to the right (south) of the property onto the adjoining property and into the parking lot (70 spaces). Traffic will exit the premises on the south end of the parking lot via the public service road that leads to the southern ingress/egress driveway at 4565 Dove Meadows Court.

Lighting: Lighting will include illuminated signs and exit signs with high-visibility lettering to clearly indicate emergency exits, fire extinguisher locations, and first aid stations and Ensure that all areas of the venue, including entrances, exits, walkways, parking lots, and emergency exits, are well-lit. Consistent lighting levels throughout the venue will minimize glare and shadows, which can obscure hazards and create safety concerns. Emergency lighting systems will automatically activate in case of a power outage or other emergencies. Exterior emergency lighting will illuminate exit routes and evacuation paths to facilitate safe egress during an emergency.

Noise Impact Study: A Noise Impact Study will be provided by a Qualified Acoustical Consultant to address the following concerns:

- Includes background noise levels
- Noise levels to be generated by the use
- Surrounding noise-sensitive land uses
- Strategies for elimination or reduction of off-site noise impacts

Security Measures: Security is not anticipated to be required for all events, however, each event will be evaluated separately for security needs such as securing services of a Sheriff deputy. Proper insurance will be maintained by the owner.

Public Safety Needs: Except occasional use of deputy services for security, no requirements for public safety involvement are anticipated as part of normal operations. In the case of a health, fire, or other emergency, 911 will be called for assistance. All public safety vehicles will enter by way of the south ingress/egress driveway at 4565 Dove Meadows Court. This two-way, 22 ft wide public service provides access to the residence/event venue.

Additional Safety Features Include the following:

- Adequate Exit and Emergency Lighting
- Fire Extinguishers
- Fire Sprinkler System in Pavillion and Residence/Event Venue
- Traffic Directional Signage to Ensure Proper Traffic Flow
- First Aid Station in Pavilion Food Service Prep Area

Number of Anticipated Attendees: The number of attendees will vary depending on the needs of each event. The square footage allows more capacity, however, a maximum number of attendees allowed will be limited to 250.

Hours of Operation: Event Hours will be from 10:00 AM to 9:00 PM

High Visibility Signage: Signage indicating the guest entrance at the northern ingress driveway along Dove Meadows Court, the exit and public service entrance at the ingress/egress driveway along Dove Meadows Court, and wayfinding throughout the premises for maximum capacity limitations, parking, traffic, restrooms, and emergency exits.