



# CrystalSky Events

E V E N T S   P L A N N I N G   +   D E C O R

## Wedding Portfolio

LOS ANGELES   ORANGE COUNTY   PALMS SPRINGS   SANTA BARBARA



# Wedding Coordination



## **DAY/MONTH OF COORDINATOR SERVICES**

- 3 pre-event calls or meetings to discuss your wedding timeline and goals
- Vendor list management & introductions
- Event Rehearsal or Walk-Through
- On-Site Coordination of the Bride & Groom
- On-Site Management of Event Setup, including:
  - Venue Setup & Schedule Management
  - Catering
  - Floral & Décor
  - DJ
  - Photographers
  - Misc Performers & Other Wedding Vendors

## **CUSTOMIZABLE “DAY OF” COORDINATOR PACKAGES**

- Up to 50 Guests - \$1,150
- 51 to 100 Guests - \$1,250
- 100 to 150 Guests - \$1,350 (includes additional Coordinator)
- 150 to 200 Guests - \$1,450 (includes additional Coordinator)
- 200 + Guests - \$1,550 (includes additional Coordinator)



# Full & Partial Wedding Planning Services



- Full day-of wedding coordination by a skilled professional
- coordinator
- Providing venue options and accompanying for walkthroughs
- Providing vendor, hotel and production referrals for:
  - Catering
  - Floral Design
  - Officiants
  - Photographers & Videographers
  - DJs
  - Traveling Guests / Room Blocks
  - Hair & Makeup
  - Cake Design / Delivery
  - Transportation
- Budget management and tracking
- Wedding favor design & production
- Save the Date & Invitation design and production—we'll even prep and send them out to your guest list.
- RSVP management
- Wedding website design & management
- Print signage for your wedding (directional, menus, table, images of ceremony and reception)

**Full Wedding Planning Packages Start at \$5,600**

**Partial Planning Packages Start at \$4,800**

\* Partial Planning includes all services except venue search, recommendations and tour planning



# A-La-Carte Services

- Wedding Officiant Services
- Wedding Décor Rentals
- Wedding Vendor Referrals
- Contract Review Services  
(included with Planning)
- Engagement Planning
- Hotel Room Block Planning







Contact Us Today!

**Crystal Nguyen**

Owner & Event Planner

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