

# Krystina Lynn

WEDDINGS & EVENTS

## 2023 WEDDING COORDINATION PACKAGES





## why krystina lynn?

Congratulations! You're engaged! Now what?  
You're showing off your beautiful ring and every relative and friend is asking you:

“When's the big day?”

“Have you set a date yet?”

“Are you doing local or thinking destination?”

“What color theme are you going with?”

Now you are slowly starting to realize that planning a wedding is a big deal. Which it is a big deal!

But, good news! It doesn't have to be stressful or overwhelming at all. Krystina Lynn and her team are the best in the business. Our sole purpose is to guide you through the planning process, whether you want us there only on the day of to set up, or if you need our assistance in organizing every detail.

We are here for YOU. We have a system that works and a multitude of vendor lists for you to choose from. We can take your Pinterest inspired thoughts and turn them into reality. While we do handle all the background technicalities, the details are where the real magic happens. It's the best part in planning a wedding, putting pieces together like a puzzle to make the day so uniquely yours.

So why should you choose Krystina Lynn and her team? Simple - because we care, and we want your big day to be the most magical and memorable day of your life.



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# packages

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## FULL PLANNING PACKAGE

*starts at \$9,000*

Designed for the couple that is excited to plan, but has no idea where to start. You may be feeling overwhelmed with the planning process, and ultimately decide that guidance and assistance is crucial. Our team will help alleviate the stress and that overwhelming feeling, making for a truly exciting and enjoyable experience.

- Wedding design
- Access to preferred vendor list
- Vendor contact information and vendor confirmation
- Venue scouting
- Create and monitor budget
- Set up payment plans and send reminders as needed
- Create a detailed and custom timeline for everyone to follow
- Coordination and management of all wedding details, including vendor communication throughout the planning process
- Communication of design with all vendors to ensure your vision comes to life
- Walk through of ceremony and reception to discuss details and logistics
- Wedding rehearsal assistance for an hour and a half
- On-site coordinating up to 8 hours
- On site ceremony and reception set up and teardown
- Communication through call and email
- Planning hours can be used at couple's discretion. We do not limit how planning hours are used.
- Extra hours for wedding day can be add for an additional fee

*packages*

# FULL PLANNING OUTDOOR OR UNCONVENTIONAL VENUE PACKAGE

*starts at \$10,000*

This package is designed for our couples who are looking for a truly unique space for their special day. We know that it can be overwhelming when you have to build the space from the ground up, but we are more than happy to offer guidance, support, and expertise in this process.

- Wedding design
- Access to preferred vendor list
- Vendor contact information and vendor confirmation
- Venue scouting
- Site visit during booking
- Create and monitor budget
- Set up payment plans and send reminders as needed
- Create a detailed and custom timeline for everyone to follow
- Coordination and management of all wedding details, including vendor communication throughout the planning process
- Communication of design with all vendors to ensure your vision comes to life
- Week of site visit to meet with vendors and place large pieces (tent, restrooms, structures, etc.)
- Custom CAD drawing of the space
- Walk through of ceremony and reception to discuss details and logistics
- Rehearsal assistance for an hour and a half
- On site ceremony and reception set up and teardown
- One coordinator and two assistants on your special day
- Up to 14 hours of on-site coordination
- Parking coordination
- Estimated 2 hours per week of one on one coordination time
- Communication through call and email
- Planning hours can be used at couple's discretion. We do not limit how planning hours are used.

*"I would rather share one lifetime with you than face  
all the ages of this world alone."*

*packages*

# PARTIAL PLANNING PACKAGE

*starts at \$8,000*

Great for couples who have the planning process under control, but would greatly benefit from the professional resources and experience that a wedding planner can provide. We will take over the remaining details of your big day, ensuring that the final stages of planning run as smoothly and stress free as possible.

- Design assistance
- Vendor referrals
- Vendor contact information and vendor confirmation
- Point of contact
- 3 in person vendor appointments of your choice
- Create a detailed and custom timeline for everyone to follow
- Walk through of ceremony and reception to discuss details and logistics
- Rehearsal assistance to one and a half hours
- On site ceremony and reception set up and teardown
- Up to 8 hours on site
- Extra hours for the day can be added for an additional fee
- Scheduled meetings starting 7- 8 months before wedding

# PARTIAL PLANNING OUTDOOR OR UNCONVENTIONAL VENUE PACKAGE

*starts at \$10,000*

Great for couples who have the planning process under control, but would greatly benefit from the professional resources and experience that a wedding planner can provide. We will take over the remaining details of your big day, ensuring that the final stages of planning run as smoothly and stress free as possible.

- Design assistance
- Vendor referrals
- Vendor contact information and vendor confirmation
- Point of contact
- 3 in person vendor appointments of your choice
- Create a detailed and custom timeline for everyone to follow
- Walk through of ceremony and reception to discuss details and logistics
- Rehearsal assistance to one and a half hours
- On site ceremony and reception set up and teardown
- Up to 14 hours of on-site coordination
- Scheduled meetings starting 7- 8 months before wedding
- Planning hours can be used at couple's discretion. We do not limit how planning hours are used.

*packages*

# 'MONTH OF' COORDINATION PACKAGE

*starts at \$2,500*

The month before the wedding day can be the most stressful part of the planning process. The final counts are due, timeline needs to be completed, final payments need to be made, the seating chart finalized and so much more. This package ensures that the day of your wedding is executed flawlessly, and you can enjoy your day stress free. Our team will be there every step of the way, making sure that everything runs smoothly and on time.

- Vendor contact information and vendor confirmation
- Create a detailed and custom timeline for everyone to follow
- Point of contact
- Walk through of ceremony and reception to discuss details and logistics
- Wedding rehearsal assistance
- Up to 10 hours of on-site coordination, includes set up
- Teardown can be added for an additional fee
- Meetings start 4-8 weeks before the wedding
- Extra hours for the day can be added for an additional fee

# 'MONTH OF' COORDINATION FOR OUTDOOR OR UNCONVENTIONAL VENUE PACKAGE

*starts at \$3,500*

This package is for our couples who found their own unique space, booked vendors, and designed their perfect day but they need help putting it all together. The month before the wedding day can be the most stressful part of the planning process. This package ensures that the day of your wedding is executed flawlessly, and you can enjoy your day stress free.

**\*\*\*Only accepted until 6 weeks out from your event date\*\*\***

- Vendor contact information and vendor confirmation
- Create a detailed and custom timeline for everyone to follow
- Point of contact
- Week of site visit to meet with vendors and place large pieces (tent, restrooms, structures, etc.)
- Walk through of ceremony and reception to discuss details and logistics
- Custom CAD drawing of the space
- Wedding rehearsal assistance
- On site ceremony and reception set up and teardown
- Parking coordination
- Up to 14 hours of on-site coordination
- One coordinator and two assistants on your special day
- Meetings start 4-6 weeks before the wedding
- Vendor management starting 4-6 weeks out

*packages*



ALL PACKAGES ARE CUSTOMIZABLE

ADD TO FULL, PARTIAL, MONTH OF,  
FULL OUTDOOR, AND MONTH  
OF OUTDOOR

- 3-week meeting to finalize details
- Seating chart
- Layout
- Number of guests
- Final vendor list / contact info

ADDITIONAL COSTS

- Rentals *Customized to your event needs*
- Draping *Customized to your event needs*
- Napkin folds \$0.50/each
- Favors *Customized to your event*
- Furniture load in/load out \$300
- Teardown personal or vendor items \$400
- Management of a second day of location \$150

*thank you!*