

WISTORIA EVENTS



PLANNER & COORDINATOR

Dia Xiong- Planner & Coordinator, manages logistics, itinerary coordination, vendor management, ceremony coordinator, oversee and complete aesthetics detail setup, event closing specialist.

WEDDING MANAGEMENT

PACKAGE PRICE UP TO 250 GUEST
\$3,000.00

Our dedicated team ensures your wedding day unfolds seamlessly, allowing you to be fully present and enjoy every moment. We bring your vision to life by refining your vision board, serving as the primary point of contact for your vendors, and overseeing every detail of your ceremony, cocktail hour, and reception. Our Wedding Management Package combines the expertise of a wedding planner with the hands-on coordination of a wedding day coordinator, ensuring every element comes together beautifully and effortlessly.

Services include, but are not limited to:

- **Team: 1 Main Coordinator + Assistant**
- **Up to 14 Hrs of Same Day Onsite Availability (\$100 Per Additional Hour)**
- **Itinerary Creation**
- **Final Vendor Confirmation**
- **Timeline Management on Day of Event**
- **Vendor Management on Day of Event**
- **Friends & Family Communication Liaison on Day of Event**
- **Logistics**
- **Overseeing Set up/Event Staff**
- **Ensuring Desired Vision Output**
- **Mock Table Display**
- **Minimal Setup (Welcome Table/Photo Table/Place Cards/Seating Chart)**
- **Post-wedding wrap-up**
- **Crisis Management**
- **Tip Distribution**
- **Closing Venue Walkthrough**