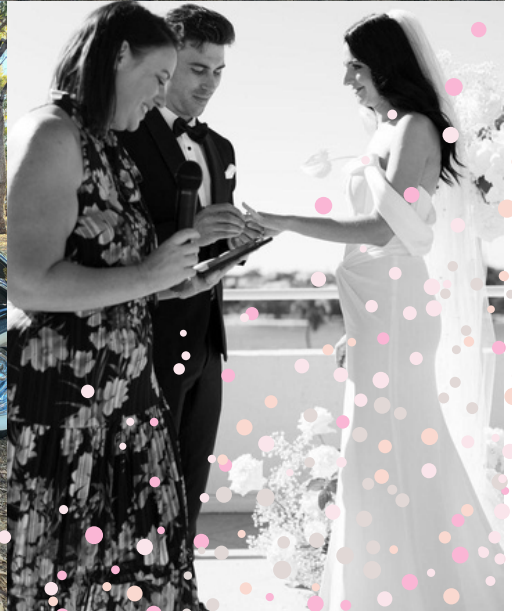


C Celebrating Love

CELEBRANCY and WEDDING PLANNING



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What is Detailed in this Brochure?

The Contents

Listed below is the name of our packages and extras that we offer our Client. When you reach the experience you are interested in you will see full details and pricing of everything that is included: -)

As we always say "It is YOUR day, in YOUR way" so if you see something that you like, but want to make a few tweaks, reach out to us to discuss as we are more than happy to work with our Clients to custom your own Experience :-)

- *Your Ceremony & Day Coordination*
- *Your Ceremony*
- *Your Special Celebrancy Service*
- *Additional Fees*



Celebrating Love

CELEBRANCY and WEDDING PLANNING

Your Ceremony and Coordination for your Wedding Day

A little extra help for Your Special Day

Our 'Your Ceremony and Coordination' Wedding Planning service is the PERFECT option for couples who want to take a step back in the final few months to their Wedding and enjoy the Countdown and Celebrations knowing that the final logistics are taken care of.

At this point in your countdown, you will have spent many months putting in the hard work to plan your Wedding Day!... From picking the date, to finding the perfect venue, researching and locking in your Wedding vendor dream team, deciding what style you like, to dress shopping, suit selecting, and styling... and now... It is time to relax and hand the final management, logistics and implementation over to us to bring the checklists into fruition with the use of our handy tools, knowledge and expertise.

Our plan is to step in close to three months before the wedding and start working with you. Our offering is to take away the final stress, and put all of the pieces of the puzzle together so that you don't have too. It becomes an overwhelming task in the final countdown months as everyone wants to understand timings, layouts, addresses, contacts, electrical points, drop off zones, bump in and out times (the list goes on!).. and this is what we would love to do for you!

Below is a detailed outline of what you will receive from Celebrating Love with 'Your Ceremony and Coordination' service.

GETTING STARTED WITH THE FINAL PLANNING

- A secondary (first will have been the get to know me) comprehensive meeting to discuss your Wedding Day Plans and everything that you have locked in.
- You will receive our 'Coordination' document to complete to provide us with your Wedding Day booking information along with the business name, contact, phone number and email for your Vendors and Suppliers that you have locked in.
- We will coordinate a handover from you to us and complete a Wedding Day audit to ensure everything is captured and nothing has been missed.
- We will provide you with our 'Guest List' template to complete.
- We will offer our advice for any part of your Wedding that you may need.
- We will conduct a Venue visit and meet with the Venue Coordinator (if there is one).

COORDINATION AND COMMUNICATION

- Once on board we will take over as being the main point of contact for all logistical aspects of your Wedding between the Venue, your Vendors, and Suppliers.
- We will reach out with a formal introduction to the Wedding Dream team.
- We will communicate with all of your Vendors and Suppliers to answer all enquiries.
- We will prepare a 'FULL DAY' comprehensive run sheet to capture every item from eyes opening... to the Venues doors being locked. We then break this down and circulate to the Venue and Vendors so that everyone has all of the details they need (i.e. Access details, bump in and out times, loading bay information, addresses, contacts... and any other specific notes applicable to your day.
- We will attend your final Venue meeting with you as required.

IMPLEMENTATION (PUTTING INTO EFFECT)

- We will circulate the FINAL run sheets to the Venue, Vendors, both of you and all other parties who require one. As mentioned, we create one big FULL DAY one and then break it down so everyone receives the details that they need to know from timings, to addresses, to distances, to details specific to your Wedding day.
- We will provide you with a sheet to complete with your final guest list names.
- We will provide you access to a seating chart tool with your guestlist names uploaded for you to easily create your seating plan.
- We will submit final seating plans to the Venue, Caterer and any other Vendors as required.
- We understand that guest numbers can change throughout... and especially at the last moment... so rest assured, we have this covered and will finalise numbers with the Venue and Caterers as many times as needed.
- We will prepare a floorplan for your ceremony and reception (in conjunction with the Venue Co-ordinator (if there is one at your chosen location) and distribute to all of your Vendors.
- We will create a 'Wedding Day Vendor' contact list for circulation.
- We will prepare and keep a 'Wedding Day Bridal Party' contact list for emergencies.

ON THE WEDDING DAY

- You will receive wedding day coordination and duties for up to Eight hours. (Timing to be confirmed in line with your day, we note timing is inclusive of an hour Celebrancy).
- We will coordinate with your Vendors on the day in relation to bump in and bump out.
- We will set up any DIY table décor, signage, stationary, favours, gift/ wishing well table... and any other props or niceties that you have organised yourself (i.e. Polaroids on tables, guest book and pens). (Please note furniture and flowers will remain with the provider to create).
- We will provide you, the photographer, and videographer with assistance during the newlywed photoshoot (if required) to gather up family members to press through the family photoshoot.
- We will liaise with the MC to coordinate the Bridal Party entrance and speeches providing prompts as required.
- We will liaise with the DJ/ Musician in relation to timings and announcements as required.
- We will keep a track of timings and liaise with all parties if there are changes or delays on the night to keep everything running smoothly until such time all dancing has commenced.

CELEBRANCY SERVICES

As you are aware, we are Wedding Planners, and Celebrants and are very honoured to be chosen to be the ones delivering this magical moment. Below is an outline of what you will receive from Celebrating Love performing 'your ceremony' service.

- An initial 'get to know you, and you get to know me' meeting and ceremony discussion.
- A ceremony that will be approximately between 30 and 45 minutes (longer if needed).
- Guidance in completion of NOIM legal document and advice regarding required ceremony legalities.
- My confirmation that your ceremony will be carried out in accordance with Australian Law, and in adherence to the Marriage Act and Code of Conduct.
- You will receive a personal and uniquely drafted ceremony script inclusive of a beautiful keepsake copy.
- A carefully written introduction to your wedding tailor created to your beautiful story.
- Unlimited communication and drafts for review prior to agreed finalised script.
- Support, advice and guidance around poems and readings.
- A discussion around the inclusion of rituals you may like to be a part of your Ceremony. There are many amazing rituals (fun and traditional) that are symbolic of two people being joined in marriage and can be showcased in a way that suits you both during your Ceremony.
- We will work together to ensure that any personal inclusions that you want to be in your Ceremony are perfect. i.e. you may want a parent to read something, you may want a certain song to be played and sung, you may have a cultural ritual you would like incorporated, you may be wanting your children to showcase in a part of the Ceremony. Whatever it may be... I am here to help bring the idea together.
- My assurance that you will receive excellent guidance, attention to detail, and discretion, as well as working with my good natured, light hearted and happy approach at all times.
- I can provide you with guidance on where to seek pre and post marital Marriage Education Services if this is something you would like to explore.
- My full coordination with your venue, musicians, and other vendors as required on the day.
- Coordination with your photographer and videographer to ensure that your perfect moments are captured.
- Assistance with your Personal Vows, inclusive of support and help writing them.
- PA system with speakers and two microphones can be provided.
- Signing table and two chairs can be provided. (In white or rustic).
- A Ceremony rehearsal (If your wedding is in a regional or national location this will be discussed as appropriate).
- My guarantee that the legal documents are completed in line with Australian Legal Requirements and lodgement of marriage documentation with Births, Deaths and Marriages.
- You have my word that your ceremony will be professionally performed with a big, warm, and happy smile.

SO WHAT WILL YOUR ON THE DAY EXPERIENCE COST US?

OUR PRICE

\$2,000

(or utilise coordination only for \$1,200 without Celebrancy)

Please note, price excludes GST.

Frequently Asked Questions

SO WHY CELEBRATING LOVE?

We know that everyone in the Wedding Industry works very hard, and at Celebrating Love, we put in the time, effort, love and graft to ensure you have the perfect day... we want to be the ones that can alleviate that stress from you with our expertise, and passion in the final countdown months, and provide assistance and support, where you may be finding overwhelm... plus assist with any 'unknowns' along the way (and especially on the Day!). We are organised, structured, and work well under pressure. We have been in the industry to see many scenario's which allows us the ability to offer our couple's guidance for 'what ifs' and the worries.

Our most important goal is to see you both so happy, enjoying and completely loving your special moment and that is our strive behind our delivery!

We use a comprehensive online software platform for all of our Wedding Work needs and we will create you your very own Wedding Page within that tool that allows for everything we will work through in the one space. We provide you with your own FREE access to your Wedding page so you can view, comment, or add to it, as we finalise all of the nitty gritty details and prepare everything for distribution.

SO WHY DO WE NEED AN ON THE DAY COORDINATOR IF WE HAVE A VENUE COORDINATOR?

This is a question we hear quite a bit, so I thought I would answer this here. A Venue Coordinator is the main contact for the Venue. They will communicate with you for venue hire, food and beverage choices and confirmation. They will ensure adequate staff are available on your Wedding day and will ensure the Venue's furniture that is provided in your package is set up and packed away as required. They will discuss a timeline with you for when you are in the Venue only. Outside of that... it is up to the couple to handle all other communication with vendors and suppliers.

You will be the person that communicates with all vendors regarding access requirements and restrictions, bump in and out times, you will need to circulate floor plans and advise them of any Venue information. You would be responsible for dressing your own tables with your Décor and laying out all of your personal items (i.e. Guest Book, Wishing Well, Favours, Signage, Stationary and any other personal items for your day. Also... should there be an issue with a Vendor or Supplier, they will call you. This is where an On the Day Coordinator steps in... we are THAT person that handles everything between everyone on your behalf.

A few questions to ask your Venue so you can decide if an external Coordinator is a person you will need;

- What level of service is provided by the venue team on the day?
- Will they lay out your Décor? and set your tables for you?
- Will they place wedding favours, menu and place card stationary on the table for you?
- Will they assist with tracking timings during the with you? (i.e. If you are running late and meals need to be held)



Celebrating Love

CELEBRANCY *and* WEDDING PLANNING

Your Ceremony Details

Firstly, thank you for reading this information and considering Celebrating Love to be the one to deliver you both your very special moment!

We are very passionate about what we do within the Wedding Industry, what we are able to offer our Clients, and of course... we absolutely love, all things LOVE. We would be honoured to be chosen by you to create a carefully crafted, unique, personal (and legal!) Ceremony catered for who you both are, your relationship, and delivered by us to you and your guests, in the tone that suits you both perfectly!

Our Promise To You

We will work closely with you to create a ceremony that reflects not only your love story, but your personalities. We want you to look forward to this moment (or as much as you can!) and help settle any nerves by providing support, advice, providing you with options, and catering the wording and delivery of the Ceremony to be unique to you... plus we can have a laugh along the way as we move through the planning process!

We cater to those looking for a Ceremony that is inclusive of personal or special elements, more detailed as well as those wanting something described as 'short and sweet'. Either way, you are wanting a ceremony where your guests get to hear your love story, in a loving, happy, (possibly funny) and emotional way so your loved ones soak up the magic of this part of your day. Whether your ceremony style preference is traditional and formal... or... sparkling, modern and more light hearted... we will make this moment just the way you want it to be.

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- Guidance in completion of NOIM legal document and advice regarding required ceremony legalities.
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- You will receive a personal and uniquely drafted ceremony script inclusive of a beautiful keepsake copy.
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- Unlimited communication and drafts for review prior to agreed finalised script.
- Support, advice and guidance around poems and readings.
- A discussion around the inclusion of rituals you may like to be a part of your Ceremony. There are many amazing rituals (fun and traditional) that are symbolic of two people being joined in marriage and can be showcased in a way that suits you both during your Ceremony.
- We will work together to ensure that any personal inclusions that you want to be in your Ceremony are perfect. i.e. you may want a parent to read something, you may want a certain song to be played and sung, you may have a cultural ritual you would like incorporated, you may be wanting your children to showcase in a part of the Ceremony. Whatever it may be... I am here to help bring the idea together.
- My assurance that you will receive excellent guidance, attention to detail, and discretion, as well as working with my good natured, light hearted and happy approach at all times.
- I can provide you with guidance on where to seek pre and post marital Marriage Education Services if this is something you would like to explore.
- My full coordination with your venue, musicians, and other vendors as required on the day.
- Coordination with your photographer and videographer to ensure that your perfect moments are captured.
- Assistance with your Personal Vows, inclusive of support and help writing them.
- PA system with speakers and two microphones can be provided.
- Signing table and two chairs can be provided. (In white or rustic).
- A Ceremony rehearsal (If your wedding is in a regional or national location this will be discussed as appropriate).
- My guarantee that the legal documents are completed in line with Australian Legal Requirements and lodgement of marriage documentation with Births, Deaths and Marriages.
- You have my word that your ceremony will be professionally performed with a big, warm, and happy smile.

OUR PRICE

\$1,000

Please note, price excludes GST.





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CELEBRANCY *and* WEDDING PLANNING

Your Special Day Celebrancy Service

Aside from Wedding Celebrancy we offer Celebrancy services to couples, families, or individuals seeking the service of a Celebrant to mark a very special, and momentous occasion in their life. We provide celebrancy services for the below.

- *Vow Renewals*
- *Commitment Ceremony*
- *Baby Naming Ceremony*

Below is an outline of what you will receive from Celebrating Love performing your Special Occasion Ceremony.

- Adherence to the Marriage Celebrants Code of Conduct across all of our services.
- You will receive a personal drafted ceremony script inclusive of a beautiful keepsake copy.
- Unlimited communication and drafts for review prior to agreed finalised script.
- My assurance you will receive great attention to detail, discretion, and a caring, smiley, and warm approach.
- Full co-ordination with your venue, musicians, and other parties as required on the day.
- PA system with speakers and two microphones can be provided.
- Attendance to the venue for a rehearsal.
- You have my word that your ceremony will be professionally performed with a big, warm, and happy smile.

PRICE

\$500

Please note, price excludes GST.



Celebrating Love

CELEBRANCY *and* WEDDING PLANNING

Celebrating Love's Additional Fees

At Celebrating Love we ABSOLUTELY love to create a MAGICAL day for you both. That MAGIC can come in many forms whether it be with our Celebrancy Services, Coordination Services... or a blend of both! We strive to ensure you receive our best service, we deliver on our service, exceed your expectation, and make you both happy... however, we do advise that in some circumstances your Wedding day may result in additional charges. (I.e. If you are getting married in a Regional, National or International location). We are very transparent and outline our additional charges for you in this document, as well as some optional 'Add Ons' you may like.

WITH OUR COORDINATION SERVICE, WE OFFER THE BELOW 'ADD ON'S THAT MAY HELP YOU FEEL MORE SUPPORTED MOVING THROUGH THE PLANNING PROCESS

- If you have not yet sourced a Venue, or struggling to understand what 'look' you want, we will offer 10 hours of work to research, view in person, and submit everything to you for review and selection and this will be charged at - \$500.
- If there are any additional hours required from us on the Wedding day, outside of the 8 hours service provided with both planning packages, these hours will be charged at - \$50 p/h. (We advise this is NOT applicable to Ceremony only bookings as we understand that Ceremonies can track late!).
- If you are looking to keep costs down for your stationary orders and would like our assistance with your Wedding Day Stationary Creation in Canva (for a uniform design for Menu Cards, Place Cards, Thankyou Cards and a Seating Plan), this will be charged at - \$200. (We note that we will email you the PDF's and you can arrange printing at Officeworks, or alike).
- We have a ready made Budget Tracking spreadsheet that can be purchased for \$50.

ADDITIONAL CHARGES FOR TRAVEL BY CAR

- For all travel to meetings, appointments, rehearsals, and the venue within a 100km radius of my home address (Willagee, 6156) there will be NO ADDITIONAL travel expenses incurred.
- For all travel to meetings, appointments, rehearsals, and the venue between 100kms and 175kms of my home address (Willagee, 6156) WILL incur travel expenses of \$100.
- For all travel to meetings, appointments, rehearsals, and the venue over 175kms, but less than 400kms WIL incur travel expenses of \$400.
- For all travel to meetings, appointments, rehearsals, and the venue over 400kms... a quote will be need to be provided depending on the location and accommodation required.

Travel expenses will be invoiced at the time of booking.

TRAVEL BY FLIGHT

If Celebrating Love are required to travel by flight to perform wedding duties for you the full cost of the flight is to be re-imbursed by the Client. An invoice will be issued itemising the additional fees supported by the Invoice and Receipts.

ACCOMMODATION REQUIREMENTS

If Celebrating Love are required to travel nationally, or internationally to perform your wedding duties for you then our required accommodation would be the below.

- National Areas – Two night's accommodation (to be discussed with Client).
- Internationally – Discussed in conjunction with the services being provided.

OTHER FEES - CELEBRATING LOVE MAKING PAYMENTS ON YOUR BEHALF FOR RE-IMBURSEMENT

These have been outlined in our Client Booking and Service Agreement Form.

