

Go 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)