

# *Go Celebrating Love*

CELEBRANCY *and* WEDDING PLANNING

Research, Negotiating, Planning, Coordination, Implementation and  
Celebrancy for your Wedding Day

## *The Complete Experience*

Our 'Complete' Wedding Planning Experience is PERFECT for couples who have their date, have decided on their Venue, and are then wanting a trusted Wedding Planners support, advice, assistance, organisational skills and management from the very beginning. This is exactly who we are, exactly what we do... and we love EVERY. SINGLE. PART. of it!

This PREMIUM package experience allows our clients to be supported, heard, and stress free from day one of the 'nitty gritty' planning process. We will manage, coordinate and communicate all of the background work meaning that the both of you can enjoy the fun side of the planning process... the shopping, saying a big 'YES' to the options put in front of you, enjoying your engagement Celebrations and that peaceful feeling knowing that your Wedding is in the hands of a trusted Wedding Planner who LOVES what we do.

We would kick things off with an initial... 'I get to know you, you get to know me, and discuss your Wedding' meeting, along with us providing you our Wedding Planning Form so we can gage everything that we need to know about the style, vibe, yes, no's, wants and desires for your special day. We perform comprehensive research for vendors and suppliers PERFECT for your day, negotiate on your behalf, and lock in your wedding day dream team early. We prepare and monitor your Wedding budget, prepare design concepts for your day, and remain constantly on top... and ahead... of every wedding detail. It goes without saying that you have our expertise for the implementation, coordination and finalisation in the final months countdown with the preparation and circulation of run sheets and floorplans to ensure everything runs as smoothly as possible. You have us there on your big day to manage everything between the Venue, your Vendors, formalities... right through to when it is time to say goodnight and jump into your getaway transport.

The bonus with this experience is that... as we are registered wedding celebrants you can choose to be legally married by us too... we are very passionate about the importance of declaring your vows and the significance of saying your "I do's". We promise that you receive a personal experience and unique ceremony carefully crafted and delivered with warmth, a smile, and in a way that suits who you both are, your relationship, your personalities and by someone who has worked with you closely during the planning process so has got to really know you and your story. There is no one size fits all when it comes to your Ceremony so we cater for your kind of perfection for your special moment!

Below is a detailed outline of what you will receive from Celebrating Love with our 'Complete' Wedding Planning Experience.

## GETTING STARTED AND YOUR WEDDING PLANNING

- An initial and comprehensive get to know you and your wedding meeting. We will run through your dream day and discuss the details for ALL of the wants, hopes, musts, desires (the absolute NOs) and formulate your Wedding plan.
- We will have a comprehensive budget meeting to discuss your Wedding figures, we will provide advice, and send you our 'Budget' form for completion. We will prepare a shareable budget with estimated figures and keep track of the actual spends ensuring we remain within your targets.
- We will provide you with our 'Guest List' template to complete. We will upload your guest list into our Wedding portal and track your RSVP's, send reminders to guests to RSVP, and prepare guest lists and tables plans for submitting to the Venue and Caterer (for a sit down reception) and ensure dietary requirements are provided.
- We will have a style, design, and concept meeting to work through your desired formality, style, colours and create your 'Style Guide' profile for your day.
- It goes without saying that you will have an unlimited communication line with Celebrating Love all the way through.
- We will hold regular meetings, catch ups, and receive checklist reminders as we move through each step of the planning process via our Wedding portal.

## VENDOR AND SUPPLIER WEDDING DREAM TEAM

- We provide a comprehensive search for vendors, caterers, suppliers, and all other necessary and required elements for your Wedding day. We provide advice around vendors, and will submit the most suitable candidates to you for review.
- We will negotiate your contracts on your behalf and provide detail around payment terms and dates.
- We will be their first point of contact for the Wedding day logistics in the build up and closer to the big day.

## DESIGN / STYLING

- Please note that we are Wedding Planners, not Stylists. Our role is to Research, Plan, Coordinate and Manage the elements of your Wedding. If you are wanting a big budget, large scale aesthetics overhaul (dependant on the Venue you choose), you may want to enrol the service of a Wedding Stylist to turn the blank canvas into a colourful aesthetic dream. If so, we will research, source and locate a stylist perfect for your vision.
- As Planners (and having a diploma in Event Management) we understand style and take on board your vision and concept, we then reach out to the RIGHT vendors to bring 'the look' together for you. We will research, meet, and work with florists, stationers, and hire companies to bring together the 'vibe' of your wedding ensuring that all of the personal touches you want are captured for your Wedding day.

## COORDINATION AND COMMUNICATION

- From day one we will be a main point of communication for your Venue.

- 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.
- You pick your right-hand team, and we will provide assistance for your Bridal Party Gifts.
- We will coordinate a date and secure your food and beverage tastings on your behalf.
- We will research and co-ordinate hair and make-up stylists bookings inclusive of trials.
- We will research and organise transport for Brides, Grooms, Bridal Party and Wedding Guests.
- We will research the organisation of hotel/accommodation bookings for Brides, Grooms, Bridal Party and Wedding Guests.
- We will attend your final Venue meeting with you as required.
- Basically.... we are on top of all communication on your behalf and you are kept fully in the loop.
- Once vendors and suppliers are secured, we will be the main point of communication for all enquires.
- Comprehensive scheduling and co-ordination services in the lead up to the wedding between the venue, vendors and suppliers.
- We will provide you with advice, assistance and creation of a Wedding website and gift registry.
- You pick your right-hand team, and we will provide assistance for your Bridal Party Gifts.
- We will coordinate a date and secure your food and beverage tastings on your behalf.
- We will research and co-ordinate hair and make-up stylists bookings inclusive of trials.
- We will research and organise transport for Brides, Grooms, Bridal Party and Wedding Guests.
- We will research the organisation of hotel/accommodation bookings for Brides, Grooms, Bridal Party and Wedding Guests.
- Basically.... we are on top of all communication on your behalf and you are kept fully in the loop.

## IMPLEMENTATION (PUTTING INTO EFFECT)

- We will manage outstanding RSVPs until we have the FINALISED guestlist.
- 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 prepare, monitor, and submit final seating plans to the Venue, Caterer and 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.
- We will attend your rehearsal (if we are not there as your Celebrant already!) and run through any final confirmations with the venue.

## ON THE WEDDING DAY

- You will receive wedding day coordination and duties for up to ten 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 your table décor, signage, stationary, favours, gift and wishing well table... and any other props or niceties that you have organised yourself (i.e. Polaroids on tables, guest book and pens)
- We will provide you, the photographer and videographer with assistance during the newlywed photoshoot if required.
- 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.
- We will ensure that any items are handed to the designated person at the end of the night to take home (i.e. Wishing Well/ Gifts/ Leftover Cake), or put aside in the Venue for next day collection (i.e. Signage/ Flower arrangements).

## CELEBRANCY SERVICES

I'm sure you're aware by now that we love LOVE and would be honoured to be chosen to write and deliver you a unique, personal, beautiful (and of course legal) Wedding Ceremony, in conjunction with planning your special day. From intimate to grand, simple to sparking, traditional to modern, Celebrating Love will tailor your ceremony to be performed reflecting your love story in your own unique style that matches your personalities. The beauty of a civil celebrant marrying you is that (legalities aside), we can shape the perfect ceremony! If you want something fun and light hearted... great, if you want something traditional and romantic... great, or even if you want something very short and simple... great! It is your day and your way and we would love to create this for you.

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

- Heavily discounted Celebrancy price with an additional Ceremony discussion meeting.
- Guidance in completion of Notice Of Intended Marriage form and all other legal documentation.
- Advice regarding required ceremony legalities.
- My confirmation that your ceremony will be solemnised in accordance with Australian Law.
- Complete adherence to the Marriage Act and Code of Conduct.
- You will receive a personal and uniquely created ceremony script inclusive of a beautiful keepsake copy.
- Unlimited communication and drafts for review prior to agreed finalised script.
- Support, advice and guidance around poems, readings, and rituals.
- My assurance that no matter how intimate or grand your wedding ceremony will be... you will receive the same guidance, attention to detail, and my discretion.
- You will receive my caring, happy, bubbly and warm approach at all times,
- We can provide you with guidance on where to seek pre and post marital Marriage Education Services.
- Full coordination with venue, musicians, and others as required on the day.
- Coordination with photographer and videographer to ensure your perfect moments are captured.
- 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 correctly 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 friendly smile.

We understand the significance and importance of the right person performing this moment for you and will happily offer this package without Celebrancy if you have someone else in mind.

### **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 throughout the planning, during the countdown, in the final build up months, and tackle those 'unknowns' along the way (and especially on the Day!). We are organised, structured, and manage not just the planning, but the 'what ifs'... and most importantly we want to see you both so happy, enjoying and completely loving your special moment!

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

### **SO WHY SHOULD WE INVEST IN A WEDDING PLANNER?**

This is a question I am asked often. Obviously everything will always come down to the Budget and if there is the scope for adding this service into your plans. As a Wedding Planner we work for you, with you, and behalf of you all the way through the process. We save you your time (we understand how time consuming the process can be) and it allows you to continue with your normal life, your work, your YOU time, your family and friends commitments and STILL get to have the wedding of your dreams. We can negotiate your contracts to find the best packages and save you money with our dual offerings of Planning and Celebrancy. Plus the bonus of saving you many MANY hours of admin in the final communications, preparations, and logistics that bring your magical day to LIFE.

### **SO WHAT WILL YOUR ON THE DAY EXPERIENCE COST US?**

## **OUR PRICE**

**\$5,500... (or \$5,000 without Celebrancy)**

Please note, price excludes GST.

**WE DO OFFER OPPTIONAL ADD ONS TO THIS PACKAGE... REFER OR REQUEST OUR ADDITIONAL FEES.**

### **A note for the busy couple... Have you found your venue yet?**

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 - \$500