

Go Celebrating Love

CELEBRANCY and WEDDING PLANNING

Planning, Coordination, Implementation and Celebrancy for your
Wedding Day

The 'On the Day' Experience

Our 'On the Day' Wedding Planning Experience is the PERFECT package for couples to take a step back in the final few months to their Wedding and enjoy the Countdown and Celebrations knowing they have handed their special day into the hands of a trusted Wedding Planner.

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, suit, bridal party shopping... and now... It is time to relax and hand the final management, planning, logistics and implementation over to us to bring the checklists into fruition!

Although this experience is called 'On the Day'...rest assured... we step in a lot earlier than this to start working with you. We will make contact at approximately four months prior to your wedding date to gather the information that we need and start the ball rolling for you!

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 'On the Day' Experience.

GETTING STARTED AND THE FINAL PLANNING

- An initial and comprehensive meeting to discuss your Wedding Day and everything you have locked in by that point.
- You will receive our 'On the Day' document to complete to provide us with your Wedding Day information and the business name, contact, phone number and email for your Vendors and Suppliers that you have locked in.

- We will coordinate the 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 preferred supplier lists for any vendors/ items for your Wedding you are still to secure.
- We will provide you with our 'Guest List' template to complete. We will upload your guest list into our Wedding portal to prepare table plans for your Venue and Caterer (for a sit down reception) and ensure dietary requirements are provided
- 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).

BUDGET MANAGEMENT

- We will provide you with assistance with your budget tracking as you near your final few months and final vendor payments. We will provide our budget management document to complete and upload the information into a shareable budget into the Wedding Portal for you. This will allow us to keep track of your final payment amounts and dates.

COORDINATION AND COMMUNICATION

- Once on board we will take over as being the main point of contact for all aspects of your Wedding between the Venue and 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 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 Coordinator (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) 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.
- 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 final 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 DO WE NEED AN ON THE DAY COORDINATOR IF WE HAVE A VENUE COORDINATOR?

This is a question I 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. They will ensure the Venue's furniture that is provided in their package is set up and packed away as required and will discuss a timeline with you for when you are in the Venue. Outside of that... it is up to the couple to handle all other communication. Therefore you are the person that communicates with all vendors regarding access, bump in and out, you will need to circulate floor plans and advise them of any Venue information. You would be responsible for dressing your 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.

SO WHAT WILL YOUR ON THE DAY EXPERIENCE COST US?

OUR PRICE

\$2,800... (or \$2,200 without Celebrancy)

Please note, price excludes GST.

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