

ONE DAY P.A WEDDINGS



Whether you need assistance from the very beginning of the planning process or you are halfway there and have realised you need help pulling the remainder of the logistics together, your very own P.A. can help! You can utilise our services to suit your needs, you may only require assistance for a few hours on the day of your wedding or you may need your personal assistant to plan your entire wedding from start to finish.



This package is perfect for couples who have the planning process sorted and simply require assistance to execute everything on the day.

We will meet up in the weeks prior to your wedding to discuss the timeline of events, who your vendors are, what the styling needs to look like and if required assist with basic set up so that you and your family can enjoy your day.

Included in this package:

- 1 x Wedding Planning Meeting/site visit 2 weeks before your wedding day
- 1 x Run sheet review to ensure the proposed times will work based on my extensive knowledge
- 1 x Floor plan review to ensure the set up maximises the space and flows for both vendors and guests
- Simple set up and assistance this can include putting out signage, placing floral arrangements, candles, place cards, table settings, décor items etc.

1 x Coordinator 6hrs \$950.00 + GST (additional coordinator \$425)

1 x Coordinator 10hr \$1,450 + GST (additional coordinator \$650)

Note: * Travel 15km outside Geelong CBD will incur a fee* Additional hours/planning meetings may be required - subject to guest numbers and hours required on the day and will be charged at the rate of \$150 per hour.



Partial Wedding Planning + On The Day Coordinator

This package is tailored for the time poor couples who need expert help planning the logistics but have some ideas and plans already in place.

I will work closely with you throughout the process to ensure every detail is met and the process is stress free and enjoyable. I will liaise with your vendors throughout the process to make sure your vision and concept is executed perfectly.

Included in this package:

- 2 x Wedding planning meetings, one of which must occur on site
- Ceremony rehearsal with celebrant (if required)
- Run sheet completion for vendors and bridal party
- Floor plan completion to ensure the set up maximises the space and flows for both vendors and guests
- On the day coordination for up to 10hr to meet vendors and oversee the entire set up process
- Simple set up and assistance this can include putting out signage, placing floral arrangements, candles, place cards, table settings, décor items etc.

1 x Coordinator \$2,450 + GST (additional on the day coordinator \$650)

Note:

- * Travel 15km outside Geelong CBD will incur a fee
- * Additional hours/planning meetings may be required - subject to guest numbers and hours required on the day and will be charged at the rate of \$150 per hour.



Full wedding planning

This package is tailored for the time poor couples who need expert help planning everything from start to finish.

I will work closely with you throughout the process to ensure every detail is met and the process is stress free and enjoyable. I will engage all suppliers and be the direct point of contact at all times, to make sure you remain stress free and can spend time dreaming about your big day.

Included in this package:

- 3 x Wedding planning meetings, one of which must occur on site
- Ceremony rehearsal with celebrant (if required)
- Run sheet completion for vendors and bridal party
- Floor plan completion to ensure the set up maximises the space and flows for both vendors and guests
- On the day coordination for up to 10hr to meet vendors and oversee the entire set up process
- Simple set up and assistance this can include putting out signage, placing floral arrangements, candles, place cards, table settings, décor items etc.

1 x Coordinator \$3,500 + GST (additional on the day coordinator \$650)

Note:

- * Travel 15km outside Geelong CBD will incur a fee
- * Additional hours/planning meetings may be required - subject to guest numbers and hours required on the day and will be charged at the rate of \$150 per hour.

