



*Celebrant Ruby*

RUBY DARWISH-CIVIL CELEBRANT

P: 0401 555 167

E: [ruby@celebrantruby.com](mailto:ruby@celebrantruby.com)

W: [www.celebrantruby.com](http://www.celebrantruby.com)



Information to assist you with the  
**What, How & Why**  
so you can have the  
**BEST WEDDING DAY**

## CONGRATULATIONS ON YOUR ENGAGEMENT!

This is such a special time in your life - you've found that special someone with whom you wish to commit your future to, and share your life with.

Your wedding, however you choose to plan it, should be a celebration of your love for each other. It should reflect the values you share, the feelings you have for each other, and the important people in your life who have helped you get to where you are.

### IT'S TIME TO PLAN YOUR CEREMONY

The ceremony is important in many ways. It is a ceremony of spoken promises, before your witnesses where a bride and groom recite their vows to each other. This gives you, your friends, and your families a chance to acknowledge the love and support between the two of you. Secondly, it provides formality to you and your guests and to pay respect to the promises you are making. As well as this, these time-honored ceremonies help to guide our emotional experience through important milestones in our life.

Weddings are slightly different from other types of ceremonies in that they have serious legal implications. Only qualified and registered celebrants or priests can officiate wedding ceremonies, and certain elements of the ceremony are non-negotiable.



*Let's Get Excited!*

### ABOUT ME

Officiating weddings and other events seemed like a very natural progression for me.

I've been a people person my whole life, and always believed in the magic of love.

I adore working with incredible couples that desire a unique, personalized wedding ceremony that goes above and beyond the legal requirements.

My ceremony design method ensures that your ceremony is the highlight of your wedding day. I also believe in the power of rituals and inclusions to provide meaning and memories to your wedding that will last your lifetime, so I work closely with my clients to craft and perform ceremonies that reflect their ideas and personalities.

My objective is to create an unforgettable, unique, and fascinating wedding event that shows the narrative of your love, whether it's a small intimate ceremony or a large affair in front of your friends and family.

I'm also a big believer in enjoying the process whilst planning your wedding, so you can be assured that we will have plenty of laughs before and during your wedding. I look forward to working with you to create an unforgettable ceremony experience for you and your guests.

*Thank you! xoxo Ruby*



# What To Expect

Please know that my job is to make sure you feel supported, comfortable and able to access help at any stage. This information is just a very basic guide as to what happens. Please feel free to ask me any questions that you wish.

## 1 - Are we a perfect match?

Lets have a obligation free meeting via video call to connect and get to know each other and run through the process.

This normally goes for about 45 minutes and requires both of you to present for this meeting.

## 2 - Let's lock it in!

I will send you a contract and invoice to get you married

## 3 - Ceremony crafting & legal paperwork

I will send you a questionnaire to fill in and the marriage paperwork that is required to be filled in to make your marriage legal. This includes the Notice Of Intended Marriage. We will then arrange a meeting at my home in Avondale Heights or a virtual appointment to go through everything to make your wedding day fabulous

## 4 - I craft your ceremony

This is where I take care of everything in the background and send you a draft for your ceremony script which you may make as many changes as you like.

## 5 - Last meeting

By now everything will be finalised and we will run over everything one last time before your big day! This helps calm any nerves and makes sure we are prepared for a amazing day ahead.

## 6 - Wedding day

It's finally here!  
Lets get your two married and have a wonderful day.  
I then go home and finish lodging your marriage paperwork!

# The Paperwork



Below is an overview on the legal documents that I will support you through in my role as your celebrant before, during and post your ceremony. I will explain these throughout the process.

## 'NOIM'- The Notice of Intended Marriage

The Notice of Intended Marriage 'The NOIM' is the most important form that you will fill in with regards to getting your Legal Wedding plans underway.

- The Celebrant must receive the NOIM at least 1 month before the date of the wedding ceremony and no earlier than 18 months before the date of the wedding.
- Proof of date and place of birth is required by the Celebrant to complete the back page of the NOIM. This ensures that you're whom you say that you really are!! The Documents that you can use to prove this to your Celebrant are: an official birth certificate, or an extract of an entry in an official register, showing the date and place of birth of each party - these can be Australian or International or, a passport showing the date and place of birth of the party or, a statutory declaration made by the party or a parent of the party stating that, for reasons specified in the declaration, that it's not practical to obtain such a certificate and to state to the best of the declarant's knowledge of when and where the party was born.
- Section 42 of the Marriage Act 1961 (the Act) requires that a marriage shall not be solemnised unless a notice in writing of the intended marriage (this form) is given to the authorised celebrant solemnising the marriage. This form is required to be provided a MINIMUM of 1 month prior to the wedding taking place.

## Declaration Of No legal Impediment to Marriage

A Declaration of No Legal Impediment to Marriage (DONLIM) will need to be completed and signed before the marriage ceremony commences. This is a means to declare that the information provided in your NOIM is true & correct to the best of your knowledge and that you see no legal impediment to getting married.

The signing of this document is normally done on the day of your wedding.

## Certificate(s) of Marriage

There are 2 marriage Certificate documents we will sign during your ceremony. These are;

**1. Official Certificate of Marriage:** This form will be signed by those being married, the celebrant and the 2 legal witnesses. The Celebrant will keep and lodge this official certificate of marriage following the ceremony.

**2. Form 15 Marriage Certificate:** This is your Marriage Certificate to sign and keep. This certificate is signed by you and your witnesses. This has a unique serial number and is a government document that you must not lose. Take it home and store it in a safe place. This cannot be used to change your name and you will need to order the marriage certificate that is sent to you from Births, Deaths and Marriages. You can order it yourself or I can order it for you.

# What Should Be In A Wedding?

The thing I love about this question- is that the answer is truly!....

**WHATEVER YOU WANT!**

The wedding needs to be legally recognised- however this is achieved through 3 really small areas that we weave throughout your personalised ceremony.

These are my responsibility and are;

## *The Legal Bits*

- 1. Introduction & The Monitum** stated by the Celebrant
- 2. Legal Vows** Short sentences you repeat after the celebrant.  
(These are in addition to your personalised VOWS and not a replacement)
- 3. Witnesses & Certificates** The part I guide you & your witnesses through when signing the legal paperwork

Everything else that we include is completely and entirely **YOUR CALL!** Think of everything else as 'FRILLS'. How FRILLY you want your ceremony is totally up to you! Whilst this can seem overwhelming- my role is to support you and make it EXACTLY how you'd like, and I have plenty of ideas as to how you can make your ceremony more enjoyable for everyone.



# Pricing & Packages

	Legals Only	The Grand Affair
When Available	Anytime	Anytime
Where Available	Contact Me To Discuss Your Location	Melbourne & Surrounding Areas*
Approximate Length Of Ceremony	5 minutes + Paperwork	30 minutes + Paperwork
Preparation & Submission Of Paperwork	Yes	Yes
Walk Down The Aisle With Bridal Party & Music	No	Yes
Personalised Vows Included	No	Yes
Ring Exchange	Yes	Yes
Fully Personalised Ceremony With Readings, Rituals & Fun Inclusions	No	Yes
*Travel Outside Stated kms may be extra \$ but not always, so please check with me to confirm	\$500	\$1250

## The "Celebrant & Wedding Reception MC" Package

The Grand Affair wedding ceremony package and 4 hours of reception MC'ing - **\$1900**

- This offer includes a pre-planned run sheet with hours of prep work for your ceremony
- Getting the party started and the dance floor pumping
- A reception that runs according to your requirements
- Announcements, wedding games, entertainment, cake cutting, first dance...
- Liaising with vendors, photographers, musicians, and venue staff and sorting out any problems that may occur and without troubling you, so that you can enjoy your reception without a worry...

If you don't see what you need here, please feel free to contact me for a customised quote.

# Proud Member



## My Other Services

- Wedding MC
- Vow Renewals
- Naming & Baby Blessings
- Engagements Celebration
- Coming of Age Celebration
- Anniversary Celebration
- Life Ceremonies
- Corporate Conferences MC
- Plus so much more...

## LET'S CONNECT on Instagram



celebrant\_ruby



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