

PERFECTLY
PLANNED
WEDDINGS
Wedding Services Brochure

WEDDING SEASON 2024–2025

SPECIALISING IN
SOUTHERN HIGHLANDS,
MACARTHUR AND NSW
SOUTH COAST
WEDDINGS

making the most of our local knowledge

HELLO!

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Im Kaesy

Although cliché I absolutely love weddings and hearing about everyone's beautiful love stories. Of course, planning my own wedding was not enough so I am lucky enough to own my own business where I can also make other couples' weddings and the journey along the way absolutely fun and amazing!

I am a mum of a little boy and am married to my high school sweetheart Nick, who you may meet and see along the way as he is often working behind the scenes or the muscles on the day getting all of the props and chairs in place or packed up.

I not only have a love for planning and budgets but I have a keen eye for styling and have been fortunate enough to learn many skills and gain invaluable knowledge from one of the industry greats Kylie Carlson.

PACKAGE 1 – ON THE DAY COORDINATION

STARTING AT \$1,150.00

It's impossible to just show up on the wedding day to coordinate everything. We typically start the wedding day timeline about two months out (earlier if requested). This package typically has at least 25 hours between meetings, finalising details, making a timeline, confirming vendors, and more. This means you can sit back and enjoy the wedding that you spent your time planning! We will be there to ease your mind and make sure the day goes smoothly!

Your Special Day



What's Included:

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- Final meeting, before the big day to go over the details such as floor plan and how you would like things set-up on the wedding day.
- Develop detailed wedding day timeline, typically starting with what time and where the couple are getting hair and makeup done and going all the way through the end of the reception, and then get a copy to the vendors so all are on the same page.
- Confirm all vendors a week before the wedding day to make sure they know where to be and when.
- Keep a list of all vendor contacts/phone #s in case of emergencies.
- Make sure all vendors have our phone #s (and we have theirs) and direct them to call us on the wedding day, rather than the couple or their parents, so that you can relax and enjoy your day.
- Transport items (guest book, programs, vendor payments, etc.) from ceremony to reception.
- Arrive on the wedding day to help set up the ceremony and reception sites and stay all the way through the end of the reception (up to 10 hours on the wedding day unless otherwise agreed upon).
- Provide wedding day emergency kit (includes sewing kit, glue gun, safety pins...and MUCH more).
- Pin all boutonnieres and corsages on selected people if applicable
- Coordinate the bridal party to get them to the ceremony and make sure the ceremony runs smoothly.
- Direct guests to cocktail hour.
- Assemble bridal party for introductions.
- Ensure DJ/band can pronounce bridal party names correctly.
- Keep the reception moving and the DJ/band on track (and make sure they play the songs and dances you want, and not the ones you don't want).
- Act as your point of contact during the day to coordinate with the vendors to make sure the key vendors (usually the photographer, DJ/band, and caterer) are kept informed of when things will happen during the reception so that everyone is on the same page.
- Help pack up items to be taken home such as gifts, cake topper, extra favours, centrepieces, marriage license so nobody has to worry about gathering these items.
- Handle other typical items involved in the wedding day.

**Additional hours may be purchased for additional meetings or services at \$100 per hour.



PACKAGE 2 – THE ULTIMATE PLANNER

STARTING AT \$2250.00

This moderately priced wedding planning collection includes all the bells and whistles. For those that need all aspects of the planning process handled but don't need us on the day.



Plan with a Professional

What's Included:

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- Provide up to 12 hours of (Zoom/FaceTime/phone included) wedding planning meetings with you or your vendors.
- Unlimited email and phone calls.
- Basic budget preparation.
- Styling collaboration. This includes styling tips and ideas, mood boards creation and supplier sourcing for additional decor and props (up to 4 suppliers)
- Venue proposal including 3 venues we think fit your budget and style.
- Vendor Proposal including 3 vendors recommendations from key vendor categories that suit your budget and style.
- Arrange appointments with vendors and provide lists of questions to ask the vendors to make sure no details are missed.
- Review contracts
- Provide etiquette advice.
- Provide great DIY and money-saving tips to help keep to budget whilst still having the wow factor
- Provide itineraries and timelines to keep you on track with wedding planning.
- We will stay in contact with you to make sure you are staying on track with the timelines and getting done what needs to be done when it needs to be done. such as dress & suit shopping, ring shopping etc
- Provide a run sheet for your big day and provide this to all vendors
- Send you payment reminders for your venue and vendors

- PLUS a complimentary list of local hens party ideas and packages to ensure your Hens party is something to remember. This little addition is so much fun, you can browse the ideas with your crew and it also saves you so much time aimlessly searching online.
- A FREE Guest RSVP build using a third party host where your guests can RSVP, you can gather dietary requirements and share all of the added details you cant fit on your invite.
- PLUS Full access to all of our digital customisable invitation templates (for your use only)

**Additional hours may be purchased for additional meetings or services at 100 per hour.

**Package pricing excludes travel costs for the pickup/drop of goods prior to the wedding date, additional client requested face to face consultations. additional venue visits. (See terms and conditions for full details and pricing)



PACKAGE 3 – THE FULL WEDDING CONCIERGE

STARTING AT \$4,000.00

Designed for the busy couple that needs help planning every aspect of their wedding. We will be there from start to finish to help you plan your dream wedding. It's the ultimate concierge service with all details handled so you can sit back and enjoy the wedding planning journey.



What's Included:

- Everything from The 'On The Day Coordination' package plus...
- Provide up to 12 hours of (Zoom/FaceTime/phone included) wedding planning meetings with you or your vendors.
- Unlimited emails and phone calls.
- Basic budget preparation.
- Provide great DIY and money-saving tips to help keep to budget whilst still having the wow factor.
- Styling collaboration, This includes styling tips and ideas, mood board creation and supplier sourcing for additional decor and props (up to 4 suppliers).
- Venue proposal for up to 3 venues we think fit your budget and style
- Vendor Proposal including 3 vendors recommendations from key vendor categories that suit your budget and style.
- Arrange appointments with vendors and provide lists of questions to ask the vendors to make sure no details are missed.
- Review and negotiate all contracts.
- Provide etiquette advice.
- Provide itineraries and timelines to keep you on track with wedding planning.
- We will stay in contact with you to make sure you are staying on track with the timelines and getting done what needs to be done when it needs to be done. such as dress & suit shopping, ring shopping etc
- Coordinate payments to all vendors.
- Up to 10 hours on the wedding day
- Couples Wedding Website creation, a place where your guests can find all of the details about your wedding and send through there RSVPs
- PLUS a complimentary list of local hens party ideas and packages to ensure your Hens party is something to remember. This little addition is so much fun, you can browse the ideas with your crew and it also saves you so much time aimlessly searching online.
- PLUS a FREE guest book, a place for your guests to leave a cute, funny or even spicy note for you to look back on in the years to come, a little gift from us. (2 styles to choose from)
- PLUS a FREE Guest RSVP Website where your guests can RSVP, you can gather dietary requirements and share all of the added details you cant fit on your invite.
- PLUS Full access to all of our digital customisable invitation templates (for your use only)

**Additional hours may be purchased for additional meetings or services at \$100 per hour.

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PACKAGE 4 – ALL THE INFORMATION

STARTING AT \$800.00

You want the deets! to save you a whole lot of time and a whole lot of worry. The perfect package for those that have the planning process under control but just want the deets for some of the best vendors available to make your wedding day incredible.



What's Included:

- A 1 hour phone or zoom consultation to discuss your wedding, vision preferences, budget and more.
- We undertake extensive research and liaise with vendors to create a fully individualised vendor proposal that identifies 3 vendors per category for you to choose from that we think would be perfect for your big day and that are of course available on your wedding date.
- Vendor proposal includes florists, photographers, stationers, Band/DJ, Cake Maker, Rentals, hair and makeup. (Alternate options may be discussed)
- I put you in touch with your vendors of choice to help get you on the right track and your wedding planning journey moving full steam ahead.
- Add our 'On the Day Coordination' package to give you peace of mind on your big day!

**Additional hours may be purchased for additional meetings or services at \$100 per hour.



PACKAGE 5 – BUMP OUT

STARTING AT \$500.00

Don't worry about it! The package designed for you to leave the party and enjoy your first night as newly weds and to ensure your guests don't miss the bus.



What's Included:

- Up to 3 hours of bump-out services including the removal of decorations (excluding roof floral installation and ceiling light installations), the collection of gifts, the collection of leftover wedding cake, packing up of chairs and additional hired goods for supplier collection.
- Delivery of gifts, cake and any additional decor items to couples local suite or to our perfectly planned wedding location for pickup the day after your wedding.

*Can only be added to coordination packages, cannot be purchased alone

*Venue must be within 30 minutes of Mittagong, If further than 30 minutes accomodation and travel costs would need to be added onto the cost of this package.



PACKAGE 6 – SEMI PLAN & COORDINATE

STARTING AT \$2,900

This is the perfect middle package for couples that would like a professional to help them plan their perfect wedding day alongside a little help on the morning of their wedding (half day) to ensure everything is set up to run smoothly.



What's Included:

- Provide up to 9 hours of (Zoom/FaceTime/phone included) wedding planning meetings with you or your vendors.
- Unlimited emails and phone calls.
- Basic budget preparation.
- Provide great DIY and money-saving tips to help keep to budget whilst still having the wow factor.
- Styling collaboration, including styling tips and ideas, mood board creation and supplier sourcing for additional decor and props (up to 3 suppliers).
- Vendor Proposal including 3 vendors recommendations from key vendor categories that suit your budget and style.
- Arrange appointments with vendors and provide lists of questions to ask the vendors to make sure no details are missed.
- Provide etiquette advice.
- Provide itineraries and timelines to keep you on track with wedding planning.
- We will stay in contact with you to make sure you are staying on track with the timelines and getting done what needs to be done when it needs to be done. such as dress & suit shopping, ring shopping etc
- Coordinate payments to all vendors.
- Couples Wedding Website creation, a place where your guests can find all of the details about your wedding and send through there RSVPs

Semi Coordination

- Final meeting, before the big day to go over the details such as floor plan and how you would like things set-up on the wedding day (6 weeks prior).
- Develop detailed wedding day timeline, typically starting with what time and where the couple are getting hair and makeup done and going all the way through the end of the reception, and then get a copy to the vendors so all are on the same page.
- Confirm all vendors a week before the wedding day to make sure they know where to be and when.
- Keep a list of all vendor contacts/phone #s in case of emergencies.
- Make sure all vendors have our phone #s (and we have theirs) and direct them to call us on the wedding day, rather than the couple or their parents, so that you can relax and enjoy your day.
- Transport items (guest book, programs, vendor payments, etc.) from ceremony to reception.
- Arrive on the wedding day to help set up the ceremony and reception sites (up to 5 hours on the wedding day unless otherwise agreed upon).



What's Included Continued:

- Provide wedding day emergency kit (includes sewing kit, glue gun, safety pins...and MUCH more).
- Pin all boutonnieres and corsages on selected people if applicable
- Coordinate the bridal party to get them to the ceremony and make sure the ceremony runs smoothly.
- Direct guests to cocktail hour.
- Assemble bridal party for introductions.
- Ensure DJ/band can pronounce bridal party names correctly.

- **PLUS** a complimentary list of local hens party ideas and packages to ensure your Hens party is something to remember. This little addition is so much fun, you can browse the ideas with your crew and it also saves you so much time aimlessly searching online.
- **PLUS** a FREE guest book, a place for your guests to leave a cute, funny or even spicy note for you to look back on in the years to come, a little gift from us. (2 styles to choose from)
- **PLUS** Full access to all of our digital customisable invitation templates (for your use only)

***Additional hours may be purchased for additional meetings or services at \$100 per hour.*

***Package pricing excludes travel costs for the pickup/drop of goods prior to the wedding date, additional client requested face to face consultations and additional venue visits. (See terms and conditions for full details and pricing)*



PACKAGE 7 – ELOPEMENT PACKAGE

STARTING AT \$5500.00

The more intimate, the better or maybe the more wild the better! For the couple looking for something a little smaller but just as perfect. Our Elopement package allows you to enjoy your wedding day without having to worry about all the fine details with the inclusion of a few of our trusted and handpicked vendors that we think will suit your vibe.



What's Included:

- Your own wedding planner this includes an initial 1 hour zoom or face to face consultation to discuss your style and your perfect elopement.
- We coordinate the special day to make sure everything runs smoothly on the day
- A celebrant who will deliver you a fully personalised ceremony
- A Bouquet and button hole for the couple
- Photographer (3 hours)
- Ceremony set up including ceremony arbour and chairs for up to 20 people
- Ceremony pack up so that you can go on and enjoy your special day
- Champagne to spray and champagne to celebrate

***This Package is a 3 hour package*

**Locations to be discussed upon consultation, some venues may include additional venue hire charges.*

Optional Additions (Enquire for pricing)

- Videographer (3 hours)
- Acoustic musician (3 hours)

**Package pricing excludes travel costs for the pickup/drop of goods prior to the wedding date, additional client requested face to face consultations. additional venue visits. (See terms and conditions for full details and pricing)*



PACKAGE 8 – PPW POWER HOUR

PRICE \$100.00 per hour or \$450.00 for a 5 hours pack

This is the perfect option for those couples who don't want to commit to a full package but would like the assistance of a professional for specific aspects of your wedding planning. This is also a great add on option to our 'on the day coordination' or 'All the info' packages. This pay as you go service offers you invaluable guidance and support in your wedding planning journey.



What's Included:

- Phone call or zoom consultations
- Discuss things such as budget, ideas and tips, review of your existing plans, styling and decor, venue search and ideas, money saving and DIY tips and tricks, wedding planning timeline guidance, wedding day timeline development, wedding RSVP or website development.
- An emailed debrief after each of our calls to outline what we discussed in our phone call so that you don't have to remember everything
- Ability to pre schedule your calls in advance in the lead up to your wedding. If you purchase a 5 pack you can schedule weekly monthly or however your heart desires.

*NOTE:

- We do not provide vendor recommendations/proposals in this package. However, our clients have found that this is a great add on option to our 'on day coordination' or 'All the info' packages.
- So that we have time to get to know you, your style and plans a minimum of 2 hours is required for your initial consultation. You can then just book one hour thereafter.



Styling

Our styling service is designed for us to collaborate directly with you to create the ultimate look and feel for your wedding day. We utilise our local knowledge, contacts and skills to source beautiful pieces to help bring that vision to life.

- Styling consultation
- budget management
- Professional styling advice, tips & ideas
- Mood board creation to help capture your desired look, feel and colour palette
- Supplier sourcing & negotiation (we supply you with quotations from trusted industry suppliers)
- Sourcing of on the day styling suppliers (if required)

*NOTE:

- The partial planner and full concierge packages includes a maximum of 2 venue visits throughout the duration of the planning period, additional planning/styling visits will incur a fee inclusive of time and travel.
- additional recommendations/suggestions outside of identified package limit will incur a fee of \$100 per 2 vendor/suppliers.



HOW IT WORKS

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First of All

If you love the idea of planning with us, we encourage you to book a free up to 1 hour initial phone consult with us via email contact@perfectlyplannedweddings.au, here we can confirm that we have your date available, discuss package options and answer any and all of your questions and prepare you a written quote.

Remember this does not obligate you to go with us, its just a great opportunity for you to get to know us better and will give us the opportunity to provide you with a more accurate quote if required (E.g If additional travel or accommodation costs are needed).

If you are both happy to proceed with our services we will send you a contract for you to review and sign, alongside our initial invoice so that we can hold your date and start planning. We will then send you a questionnaire and arrange our first planning meeting with you (depending on your package of choice). We know that your wedding day is no minor occasion and committing to a wedding planner can be stressful so from the day of our initial phone consult we will hold your wedding day for 5 days.

*If you think we are the perfect match for you and you want to go straight ahead and book us in, please send us an email with your names, phone number, package choice, location and wedding date to 'contact@perfectlyplannedweddings.au' We will then confirm our availability and we can get the ball rolling.

The Details

Then we'll talk about your wedding, there are three key things we need to know at this early stage: Roughly how many guests will be attending, venue ideas, and your budget, number 3 on that list is really important. Nobody likes to talk about money but you really do need to when it comes to your wedding. Have an honest conversation about how much you really want to spend on your wedding day ahead of our next meeting. Also discuss What things are really important to you and where are you willing to compromise? We will also send you a questionnaire to further help us get to know you and your style better.

Next Steps

Typically, within 14 business days we will put together a customised proposal for you. This will include details of what we discussed in the consultation and a fully customised venue (if applicable) and vendor proposal. We usually provide three options for each category so you have a choice. Once you've made a choice it's confirmation time. You sign the vendor contracts and pay the selected vendor deposits and your wedding planning journey is well on its way. YAY!

TESTIMONIALS



"I was so stressed at the idea of having to plan a wedding when we got engaged and I knew my partner wouldn't be to much help . I was also really worried about which vendors to book after hearing some of my friends horror story's. I can say that Kaesy and her team totally took this stress away right from the beginning. Not only were the vendors incredible, the planning process was so much fun, they were always happy to talk with me and answer my 100 questions and consequently my wedding was just perfect."

MARY & JORDAN



"The team at perfectly planned weddings are so friendly and professional. The attention to detail is second to none and we were still able to be involved in our wedding planning minus the stress and anxiety. Our wedding day was everything we could have hoped for and more and that is all thanks to PPW as they really made our vision come alive, and also saved us money along the way"

LIZ & BEN

Kind Words

BOOK A CONSULTATION



Let's Chat...

Thank you so much for considering us to be a part of one of the most momentous days of your lives. We pride ourselves on making each couple's wedding unique and special to them. We believe that your wedding should not just be about the incredible day (Although very important) but the journey along the way should also be filled with beautiful, fun memories. So let's eliminate the stress, increase the fun and talk about all things your wedding as much as you want!

Book your initial phone consult today by emailing us at
contact@perfectlyplannedweddings.au

PERFECTLY PLANNED *Weddings*



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