

IVORY HOUR EVENTS
WEDDINGS

IVORY
HOUR

EVENT COORDINATION
EST. 2026



Thank you for considering me to be part of your wedding day. This guide is designed to give you a clear look at my packages and how I can help bring your vision to life. Every wedding is unique, and my approach is thoughtful, intentional, and tailored to you. I focus on creating a seamless planning experience so you can enjoy every moment leading up to your day!

From carefully curated details to smooth execution, I strive to make your wedding feel effortless, authentic, and beautiful. My goal is to craft moments that are memorable not just for you, but for everyone you celebrate with.

WELCOME

ABOUT ME



Hi, I'm Amity, the founder of Ivory Hour Events. With a background in hospitality and years of experience working in weddings, I bring a unique combination of professionalism, attention to detail, and genuine care to every event I plan. I'm passionate about creating weddings that feel effortless, personal, and beautifully curated.

Having recently launched my own business, I'm thrilled to bring fresh energy and a deeply personal approach to every wedding I coordinate. My focus is on creating seamless experiences, thoughtful details, and moments that truly reflect each couple's story.

Every wedding I plan is tailored to the personalities, dreams, and style of the couple I'm working with. I believe in combining elegance, simplicity, and meaningful touches to craft celebrations that are memorable, authentic, and timeless. My goal is to create not only a stunning day but also a smooth, joyful planning journey from start to finish.

ON YOUR DAY

WEDDING DAY COORDINATION

\$900

Perfect for couples who have planned their wedding but want a professional to ensure everything runs smoothly on the day. I'll oversee the timeline, manage vendors, and handle any unexpected details, so you can relax and enjoy every moment.

Full email and phone support leading up to your wedding including a phone call with the couple when needed one to two weeks pre-wedding

Review of timeline, floor plan, and supplier list and correlated into runsheet

Creation or refinement of your day-of runsheet

Vendor confirmations two weeks before the wedding

Onsite arrival 2 hours before the ceremony unless otherwise agreed for set up purposes (see additional add on costs)

Oversight of vendor setup and bump-in and management of ceremony and reception flow

Guest guidance between ceremony and reception (if separate)

Emergency kit and problem-solving support

Coordination of confetti at the ceremony, if needed

Ensuring food service runs smoothly and on time

Pre-ceremony check-in with the couple and bridal party

Main point of contact for guests and vendors on the day

Confirmation of seating and floor plans

Coordination of bridal party entry with the MC

Assistance to the bridal party for ceremony entry

Make amendments to timeline where necessary

THE IVORY EXPERIENCE

FULL PLANNING AND WEDDING DAY COORDINATION

\$1500

From the first steps of planning to the final moments of your celebration I will be with you every step of the way. Together we will design your vision manage every detail coordinate your vendors and create a timeline that flows effortlessly. On your wedding day I will oversee everything onsite ensuring every moment unfolds smoothly allowing you to relax and fully enjoy the day you have dreamed of.

Planning & Preparation

- 60-minute initial planning consultation
- Timeline and planning schedule creation
- Supplier research and recommendations
- Guidance for booking vendors
- Assistance creating floorplans
- Styling input and stationery coordination advice
- Day-of runsheet creation or review
- Wedding day checklist and final supplier confirmations
- Pack down plan and wet weather backup guidance
- Accommodation and transport planning if required
- Pre-event handover call 1–2 weeks prior

On The Day Coordination

- Onsite management from agreed arrival time until guests are seated
- Vendor setup oversight and bump-in supervision
- Coordination of ceremony and reception flow
- Guest guidance and problem solving
- Emergency kit support
- Confetti coordination at ceremony if required
- Ensuring food service runs smoothly and on time
- Pre-ceremony check-in with couple and bridal party
- Main point of contact for guests and vendors
- Confirmation of seating and floor plans on the day
- Coordination of bridal party entry with MC

SIGNATURE PLANNING

PLANNING ASSISTANCE FOR YOUR WEDDING DAY

\$1100

Plan your wedding with confidence and support. I'll help you organise timelines, select vendors, refine styling and stationery, and prepare checklists and floor plans. You'll have everything in place to run your celebration smoothly, while I guide you every step of the way, without being onsite.

Initial 60-minute planning consultation

Creation of wedding timeline and planning schedule

Supplier research and personalised recommendations

Guidance on vendor selection, quotes, and bookings

Drafted floor plan and seating arrangement

Final vendor confirmations

Styling advice and stationery coordination guidance

Menu, place cards, event signage, and seating plan design support

Day-of runsheet creation or review

Wedding day checklist preparation

Pack-down plan and wet weather backup guidance

Accommodation and transport planning assistance if required

Budget-friendly vendor quotes

Basic styling advice for tablescapes, color palettes, or ceremony décor

Tips for smooth guest flow and timing

Tips on negotiating or comparing quotes

Provide a curated list of trusted vendors in their area

Ongoing email and text support Monday to Saturday

Note: This package provides comprehensive planning support without onsite attendance

THE AESTHETIC TOUCH

DIY DECOR SET UP FOR YOUR WEDDING DAY
FROM \$500

Elevate your wedding celebration with beautifully curated décor and bar presentation. This package includes the professional setup of tablescapes, ceremony or reception décor, and bar styling to create a polished, cohesive look. Every element is thoughtfully placed to ensure your event is visually stunning.

Set up of table scapes – table cloths, candles, florals, table numbers, place cards, menu, napkins and also crockery and glassware if needed

Set up of bar – menus, glassware, beverage cooled, champagne tower set up (SET UP ONLY, NO SERVICE)

Set up of ceremony decor – florals, candles, runway carpets, umbrellas, confetti, reserved signs, welcome signage etc (NO ARBOR OR FURNITURE SET UP- THIS SHOULD BE DONE BY YOUR HIRE VENDOR OR FRIENDS/FAMILY)

Set up of reception decor – welcome signage, guest entertainment like audio guest book, photobooth accessories, dancefloor accessories, rugs, wishing well and gift table, florals and chairs repurposed from ceremony if needed.

PACKDOWN OF THESE SAME ITEMS FROM \$300

ELEVATE YOUR EXPERIENCE

EXTRAS TO ADD ON TO YOUR PACKAGE

Rehearsal attendance \$125

Recovery Breakfast/lunch planning (price on discussion)

Additional hours on site (if outside agreed time period) \$40/hr

Travel (if outside Pokolbin and local areas) \$1.75/km

Additional run sheet provided to vendors \$5/ea

CLIENT TESTIMONIALS

Madeline & Drew | Carrington Foreshore

We are so grateful to Amity for bringing our ceremony to life. Everything looked absolutely incredible — even better than we imagined.

Amity was amazing to work with from the start. Her communication was so clear and easy, and she made the whole process feel completely stress free. On the day, everything came together so seamlessly and we didn't have to worry about a thing.

We felt so supported and knew we were in the best hands. Thank you for making our ceremony so special

Stephanie | Singleton

Amity was absolutely fantastic, reliable, friendly and understanding. I can not recommend her enough for her hard work and dedication it was all worth the surprise in the end.



NEXT STEPS

YOU'VE SEEN OUR PACKAGES, NOW WHATS NEXT?

STEP ONE

Secure Your Date

50% non-refundable deposit is required to hold your wedding date

STEP TWO

Confirm Your Agreement

Review and sign our Terms and Conditions to confirm your booking

STEP THREE

Complete Your Wedding Form

Provide us with essential details about your vision, venue, and vendors.

STEP FOUR

Initial Consultation

Schedule a 30–60 minute Facetime or Zoom call to kickstart the planning process and discuss your wedding in detail.

Once these steps are complete, we can finally begin bringing together your perfect day!

Chat soon!!!

Amity