



**MARRI-U**

Ceremonies Personally Prepared to  
Suit Your Needs

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Life Celebration • Baby Naming Day  
Commitment Ceremony • Vows Renewal

**WEDDING PLANNER**



## **Welcome**

Your wedding is one of the most important days in your lives: it is the turning point where the bride and groom cease to be solitary persons pursuing individual paths in life and begin to enjoy the joys of sharing all with all with one another.

Your wedding day and the time leading up to it should be happy and stress-free - enjoy the choices you make together and create a special ceremony that you want to remember fondly for all your lives.

The venue or location of the ceremony can only be limited by your imagination: parks, beaches, gardens, boats and your home all become a special place on your day.

Remember a letter of permission may be required by some public places so check with your local council to ensure the availability of your venue well in advance. Most popular places are booked out for months in advance.

When planning the ceremony, many couples have questions regarding what needs to be done and when. The same goes for their wedding.

This simple guide will provide a detailed checklist to ensure your day is enjoyed to the fullest.

Please don't hesitate to contact Mary Scott should you have any further questions.

NOTES:

**6-12 months before – select/order**

- Date and time
- Place of Ceremony garden, park, church
- Celebrant
- Budget, who will pay for what
- Type of wedding and reception – traditional, formal, informal
- Compile guest list
- Catering – hired with package, home
- Photographer – professional, family
- Wedding Book, Video person (if desired)
- Entertainment – live, recorded, jukebox, DJ
- Wedding Cars
- Florist
- Wedding Dress – shops, specially made
- Attendants – Matron of Honour – Best Man – Bridesmaids – Groomsmen – Flower Girls – Page Boys
- Colour for all parties
- Honeymoon
- Choose a celebrant
- Make a list of wedding presents
- Choose a store and register a gift list

### 3-6 months before – select/order

- Wedding cake
- Stationery and stamps
- Discuss the order of services with your celebrant
- Menu and catering style
- Choose wedding rings
- Arrange inoculations if honeymoon is overseas
- Arrange visas
- Mail invitations – keep a track of who is coming
- If taken husband's name organise a passport in the married name (local Post Office has the forms)

### Bride and groom name change

- Divers licences
- Passports (on your honeymoon a certified copy of the Marriage Certificate is acceptable until you wish to change)
- Voter registration
- Tax Office
- Employer details: pay slips, computer accounts, passwords, personal information, taxes, Super funds etc
- Credit cards, library cards, blood donor cards
- Banks and building societies, credit unions
- Centrelink, social security, family payments
- Insurance policies, superannuation (change beneficiary)
- Investment accounts, mortgages
- Property titles, council rates
- Memberships, health clubs, local clubs, associations
- Doctors, dentist, other medical
- Accountant and other professionals
- Vehicle registration and insurance
- Utility bills, electricity, gas

**IMPORTANT INFORMATION**

**Celebrant:** *Mary Scott* ☎ 4723 8506 mobile: 0411612137

- Florist.....
- Photographer.....
- Entertainment.....
- Jeweller.....
- Wedding Cake.....
- Wedding Cars.....
- Make-Up.....
- Dress maker.....
- Suit Hire.....
- Reception.....
- Travel agent.....
- Honeymoon details.....
- Where.....
- When we leave.....
- Flight.....
- Return Date.....

**1-2 months before – select/order**

- Chase up late relies
- Record gifts if received early
- Write thank you notes
- Shop for honeymoon clothes
- Final wedding dress fitting
- Buy wedding shoes
- Check groom and parties have organised suits
- Buy thank you gift for wedding party
- Arrange seating for reception
- Meet with celebrant to organise any final details

## Two (2) weeks before

- Confirm numbers with reception venue
- Final check with photographer
- Final check with the videographer
- Final check with car hire company
- Final check all entertainment music OK
- Final check on florist
- Obtain International Drivers licence, credit cards, and cash for honeymoon
- Wedding parties to try everything on and make sure all is OK
- Rehearsal of ceremony with celebrant and bridal party

## One (1) week before

- Final numbers to reception
- Wrap gifts for wedding party
- Place correct fees for all services in envelopes ready to be paid
- Pack for honeymoon

## A little about toasts, speeches and the cake at the reception

If you love tradition, you may wish to have the following toasts and speeches:

- ◇ The toast to the bride and groom proposed by a person chosen in advance by the couple
- ◇ The reply by the groom and or bride
- ◇ At the conclusion of the response: the groom proposes a toast to the bridesmaids, then the best man/bridesmaids reply and read any messages
- ◇ Other optional toasts and speeches:
  - To the parents of the bride
  - The father or mother replies
  - To the parents of the groom
  - The father of the groom replies

These arrangements vary frequently. It is completely acceptable for a bride, bridesmaid or mother to reply to or propose toasts.

## The cutting of the cake

The speeches, toasts and the cutting of the cake can take place at any time. Usually they occur during the refreshments after the wedding ceremony at an informal ceremony OR after the main course at a more formal wedding ceremony.

### Often overlooked considerations

Periodically rain and insects can cause discomfort to the bridal party and guest. If you think the sun and insects could be a problem, use sunscreens.

If necessary arrange shelter for both guest and yourselves (e.g. umbrellas - particularly for young and the aged). Have some suitable repellent available for the bridal party and guests if necessary.

If your ceremony or part of it is taking place at an outdoor location, it may be a beautiful place, but consider the following well before the wedding day:

- Distance from transport and parking
- Who will carry and arrange furniture, shelter etc
- Rubbish disposal if no bins are available
- Who will tidy up
- Paper confetti etc is not permitted in many parks
- Check with councils and rangers about the use of petals
- Check wind and sea conditions
- Check for noise, trains, traffic etc
- Availability of toilets and water.

### The day before

- Lay out everything required for the day
- Mother to organise something old, something new, borrowed, blue



## Organising your wedding

### Your celebrant

Most good celebrants are professionals and are usually booked well in advance for the most popular times.

### Arrange an interview

Arrange an interview to discuss your requirements for the ceremony. I do the interviews in my office or at your home.

### Choose a ceremony venue

Before the interview it is advisable to choose a venue or location. Please consider your guests if you are planning an adventurous location.

### The interview

I will have a discussion with you to ascertain your beliefs and what you want for your special ceremony. Some of the paperwork may be completed at this meeting.

This is also the best time to ask any questions you may have and seek guidance with any aspect of the ceremony.



## Some considerations

### Before the bride's entrance

A delegated person should ensure that all is ready. Music should be played while the guests are waiting for the ceremony to commence. If you plan to make an entrance, the 'Bridal Procession', to music or song, the delegated person should see that all is cued and ready for the bride's entrance.

It is important not to ruin the atmosphere. Have a Master of Ceremonies or Usher or some other person to assist with seating and any special requests from guests prior to the commencement of the ceremony. In addition **ALL MOBILE PHONES ARE TO BE TURNED OFF**. At the appointed time when the celebrant is assured that the bridal party is ready the celebrant will move into position to start the ceremony.

### The entrance and procession of the bride

If the bride is to enter after the rest of the bridal party is in position, the M.C. or celebrant should ensure that all members of the bridal party are ready to take their planned positions.

Whether the bride enters separately without the attendants and the person presenting her, or the whole bridal party enters together and makes their way to their planned positions, the procedure is the same. The celebrant will call the guests together and ensure that all is ready. The celebrant will normally signal the music delegate when the bride is ready and the music can commence.

## Some Guidelines

### Arrangement of the bridal party and guest

The guests should be able to see the faces of the bridal party and the celebrant. The back of the groom and bride is acceptable profile in a church or chapel. The celebrant will be positioned to give attention to the guests and the bridal party with minimal movement and obstruction.

### Helpful guidelines for when the ceremony is on

Remember it is a special time for the bride and groom. **It is YOUR DAY.** Your guests and family are sharing this special day with you. The celebrant will ask the guest to settle if they are not listening or talking while the ceremony is being conducted.

### MOBILE PHONES MUST BE TURNED OFF.

During the ceremony all in the bridal party should look at the celebrant (or the reader or the couple).

When you take your vow it is a very special moment: it is a moment when you should forget everyone else, including the celebrant. You should look at your partner as this is the most important moment in your lives.

### A helpful hint:

Relax and enjoy your special day.

## Composing the ceremony

On our first contact, I will advise and assist you with the ceremony type you wish to have. My Wedding Planner and Guide will step through the stages of the ceremony to make your planning easier. The legal requirements of the ceremony and options will also be discussed at our first meeting.

### The paperwork

The NOIM or (Notice of Intention to Marry) will be completed. This is a Government document that must be lodged with the celebrant no later than one month and one day before the wedding day.

The NOIM must be completed with details on the bride and groom and signed by both parties and witnessed by a JP or a suitable person as described on the form.

In addition to the particulars required on the form, each party must provide a copy of their original Birth Certificate. When there has been a previous marriage, evidence of how and when the previous marriage ended (e.g. Decree Absolute - Divorce, Death Certificate or Annulment Certificate) needs to be sighted and recorded.

When completing the Notice the required particulars must be clearly written in neat block letters or typed without abbreviations or alterations if possible.

In addition I may require additional proof of identity (e.g. passport or drivers licence).

## Music

Music is your choice and, if you wish to have music, it should be planned as part of the ceremony. Choose music that has some significance to you. Music may be live (it must be well played or sung) or on CD or an iPod with a good player.

### When should music be played?

Play music as background entertainment for about 15 minutes while the guests are waiting for the ceremony to start. The music must stop when the word is given that the bride is near or the ceremony is about to begin.

**NOTE** - background music during the spoken parts of the ceremony makes it hard for your guests to hear the ceremony and is not advisable.

**As a processional** – specially-chosen music of about two to three minutes long could be played for the entrance of the bride.

**During the signing** – this is the best opportunity for the special music/song of about five to six minutes, allowing more for photographs.

**After the ceremony** – while the bride and groom are being congratulated by the family and guest.

## Photography

The natural beauty of your location is important - take your time to locate a beautiful spot to have your lasting memories forever recorded. If leaving the location of the ceremony advise the guests of timing and details for the reception or what is to happen during the photography session.

## Choosing your photographer

Carefully select a photographer who is familiar with your chosen location and one who will give you what you want at a price you can afford.

**NOTE:** It is your wedding not the photographer's.

## Wedding organisers

If you wish to use someone else to organise your wedding one telephone call can do it. Look through the Yellow Pages.

## Hairdressers/makeovers

For the finishing touches, your hairdresser and friends are normally the best to consult.

See to website for my recommendations.

## Orchestrating the ceremony

Spend a little time to plan and clearly structure the ceremony. It is essential for your special day to be memorable. Below are a few essential guidelines.

- ✚ The ceremony must be heard and understood – ensure your guests are close enough.
- ✚ The bride and groom should look at each other during the ceremony.
- ✚ Appoint a master of ceremonies to assist with the co-ordination of the day or usher.
- ✚ Ensure you are well-rested and clear-headed.