



# *Celebrate with Lucy*

*Ceremonies for all occasions*

## *What is the MC Package*

*The MC Package is my services as your full Master of Ceremonies for your Reception or any Event.*

*Yes that right I will be your go to girl for as long as you need me into your Event – usually until the formalities are over.*

*Your event should be the way YOU want it to be, whilst including all the elements, announcements, speeches, games and formalities You Want included!*

*No two events are ever the same and it is my role, plus, joy & passion, to create a personal and unique run sheet for you making sure to incorporate any elements with meaning to you and your guests. There are so many options, elements, speeches, dances, games, and announcements you can add into your event.*

*The sky's your limit and the worlds your oyster, we can create the event of your dreams.*

## *The Process*

*It's so important to choose an MC you have a connection with, feel relaxed and at ease with. After all they are the face/host of your event. Let's chat and see if we match!*

*We will then arrange our initial meeting where we will talk and learn about your event and ideas, answer all your questions and start talking plans, giving you lots of things to go away and think about! I do like to allow 1.5 hours for this meeting so there is no rushing. Its best to include a coffee or even a wine in this meeting!*

*I will then create the first draft of your personalised runsheet and we can review, revisit and alter it as many times as we need until its perfect.*

*We will arrange a final meeting before the day, this doesn't need to take place at your venue. Where we can iron out and finalise all details. I will then share the Runsheet with all other vendors and relevant parties to ensure the smooth running of Event.*

*I will be available to you as much, or as little, as you like in the lead up to your day. I am happy to advise, recommend or make suggestions as you require.*

*On the day I will check in with you in the morning, then be at the venue in plenty of time to set up and be ready to welcome your guests before we start.*

*I will be your Go to Girl and deliver all announcements is the best way I can do*

# Celebrate with Lucy

Ceremonies for all occasions

## Package Inclusions

*Included in your package:*

- ✪ *Initial meeting to get to know you, start planning and give you ideas*
- ✪ *Design, create, share with other vendors your personalised Runsheet*
- ✪ *Up to one hour travel time each to your chosen venue/location on the day*
- ✪ *Make all announcements required during your event/ reception. Till formalities conclude*
- ✪ *Be your Go to girl on the day For up to 4 hours on site*
- ✪ *Provide you with Ideas to include, examples of wording, games, speech examples to assist in your planning*
- ✪ *Unlimited communication via phone and email, as required in the lead up to the big day*
- ✪ *Use of my PA and microphone if required on the day*
- ✪ *Arrival in plenty of time at your venue to be set up and ready to welcome your guests*
- ✪ *Liaise with all your vendors to ensure we are all on the same page for a smooth event running*

## Investment

*Standalone MC package is available from:*

*\$725*

*This covers from the start of your Event until the formalities finish and/or the when the dance floor opens!*

***Celebrate with Lucy will keep the agreed date and time available for your MC requirements in accordance with the following:***

- 1) A confirmation booking fee of \$200.00 is payable.. This fee is not refundable.*
- 2) The balance of your account is due and payable one month prior to your ceremony date.*
- 3) In the event that the reception is delayed more than **60 minutes** beyond the agreed starting time, Lucy reserves the right to proceed to finish at the original agreed finish time still*
- 4) In the event of cancellation the non-refundable deposit will be forfeited and the balance of the fees will be considered, and will be at Lucy's discretion.*
- 5) In the event of a change of date, a fee of \$50.00 may apply and is subject to Lucy's availability.*



# *Celebrate with Lucy*

*Ceremonies for all occasions*

- 6) *In the event of COVID-19 related restrictions Lucy will work with you on an individual basis for a positive outcome for all parties.*
- 7) *Additional Travel fees apply for over one hour travel time for Pacific Pines, charged at \$18.75 per 15min block.*

## **REFUNDS**

- 1) *The booking fee is non refundable.*
- 2) *Part fees may be refunded if fourteen (14) days' notice of cancellation has been given.*
- 3) *All fees are non refundable if cancellations is within seven (7) days of the event*
- 4) *In any other case, Lucy may refund the fees*