



# Your Wedding Ceremony Planning Checklist

## Booking

- **Form** - Complete online Booking Form  
<https://lisawebbcelebrant.com.au/booking-form>
- **Read** & Agree to Client Service Agreement
- **Pay** Booking Fee (an invoice will be emailed to you).

## Legal Stuff Part 1

- **NOIM** - Complete Notice of Intended Marriage information – online link will be sent to you.
- **Sign** - Book a time to sign Notice – video call or in person:

<https://lisawebbcelebrant.com.au/appointments>

- **ID Documents** - you will need to show your ID, which can be either:
  - Passport (can be expired); OR
  - Birth Cert & Drivers Licence

If you have been married before, I need to see your divorce document or death certificate of previous husband/wife. If your divorce is pending, we can still sign your Notice. Do not send copies of any documents unless I ask you to.

- If we cannot meet in person or over video call at least 1 month before your wedding to sign the NOIM, I will send you the NOIM for you to have it witnessed by a JP, GP or Police Officer.

## Ceremony Planning

- **Planning Session** - When we meet to sign the Notice, we will chat about your ceremony and what you want it to include.
- **Homework** - Next you will receive an email with two things:
  - **Questionnaire** – tell me stuff about you so I can write a fun, personal and memorable ceremony. It's best if you can complete it individually but you can complete it together if that's easier. Take the time to have a walk down memory lane and give me some good stories!
  - **Ceremony Info** - what you want to include in your ceremony, who else is involved (Wedding Party, Family and Other Vendors) plus music choices and other info.

Please complete these two things by 2-3 months before your wedding date. Earlier if you want! Use whichever you prefer (Word Doc or Google Form).

- **Script** - You will receive your draft Ceremony two-four weeks before your wedding.
- **Love Hub** – find resources and ideas at <https://lisawebbcelebrant.com.au/love-hub>

## Payments

- **Instalment** - \$250 plus GST is due 2 months before wedding (invoice will be emailed to you).
- **Balance** – Final balance is due one month before wedding (invoice will be emailed to you).

Please do not submit any payments to my bank account without first receiving an invoice. I do not accept early payments.

## Week of Wedding

- **Final Planning** - We will make a time to have a video call or a meeting to run through all the details.
- **Meeting at Venue / Rehearsal** - If you want a meeting/rehearsal at your venue, please let me know. Please see more info about rehearsals in the FAQs later in this doc. It is not included in your fee and there may be an additional fee depending on when you wish to have it.
- **Personal Vows** – if you choose to say Personal Vows, send them to me at least 3 days before your wedding. Sooner if possible. I can help you write / edit them if needed.

I will print your vows into Booklets for you to read from - or you can order engraved acrylic vow cards (ask me for more info).

## Legal Stuff Part 2

- **Declaration** - Before your Ceremony, we need to sign the *Declaration of No Legal Impediment to Marriage*. If we have a rehearsal or final meeting in person, we will sign it then. If not, we will sign it on your wedding day, before your ceremony. It must be signed separately – not in the presence of the person you are marrying.

The *Declaration* confirms that you are not married to anyone else or each other, not related in a prohibited relationship (parent/child or siblings) and that there are no other legal reasons why you cannot be married. It also confirms your consent to be married.

- **Witnesses** – Choose two people over 18 who understand English to be your witnesses. Want to choose them at random on the day or don't know who will be there for sure? Totally fine!

## Your Wedding Day

- **I will:**
  - Arrive 45 minutes before your ceremony start time. Check everything is perfect for the ceremony. Play music to set the vibe.
  - I must see you both individually before the ceremony starts.
  - Give you an epic ceremony that you will remember forever!
  - Keep the music and good vibes going through congratulations.
  - Give your certificate to your trusted person (or put it in your card box), stick around for hugs & photos then leave you to party.

## After your wedding

- **Register** – I will register your legal docs with the Registry the week after the wedding.
- **Helpful Info** – I will send you details of how to get your Legal Marriage Certificate from the Registry and how to change your name (if you want to).

## Additional Services

I offer these awesome additional services:

♥ **Cocktail Hour Host** \$250 plus GST for 2 hours - You know that bit between your Ceremony and Reception when guests kinda don't know what to do?! Let me play Hostess with the Mostess! I will make sure it all runs smoothly and everyone has a great time. I play music, take candid photos, get your Guest Book signed, snap polaroids – whatever you need me to do so you stress less and everyone has fun!

♥ **Reception Host (MC)** \$600 plus GST for 4 hours - As your Celebrant, I get to know you both really well and so I am the perfect person to be your MC! It's so important to have someone organised, responsible and sober to keep your celebrations running smoothly so everyone can have the best time.

Don't burden one of your guests with the duty of being MC for the evening - it's a big responsibility and they just want to have fun with you!

♥ **Ceremony Coordinator** from \$250 plus GST for 2 hours before ceremony

Do you need someone to be at your ceremony location early to oversee the set up?

If your ceremony is in a public place and you have furniture or decorations being delivered, you may need someone there to make sure that everything is placed correctly and that nothing is left unsupervised as if things go missing, you will be liable for replacement.

You may need someone to coordinate with your other vendors and be the point of contact for the day. Rather than ask a family member or friend, I can do that for you!

If need some help with setting up some finishing touches that you have created yourselves like signs, reserved seat tags and decorations, I can help with that too.

Let's chat about what help you might need to make everything run smoothly so you enjoy your day even more!

♥ **Engraved Personal Vows** \$80 plus GST per pair – your vows engraved onto dual tone acrylic. An amazing treasure you read from on the day and keep forever. Check them out via this link: <https://lisawebbcelebrant.com.au/shop/ols/products/engraved-acrylic-wedding-vows>

♥ **Handfasting Unity Ritual** \$40-60 plus GST for your braid/cords – let's tie the knot! I will make a beautiful braid or cords for you to include this unity ritual in your ceremony with 3 to 8 colours of your choice. You get to keep the braid/cords in a sweet keepsake box. See the Handfasting Guide on my online Love Hub for more information.

### Optional Extras included for free:

- ♥ Personalised Vow Cards & Reading Cards
- ♥ Simple White & Silver Signing Table & Chairs
- ♥ Welcome Sign ~ I have 3 designs to choose from

*Any Questions?*      Contact me anytime.

### Lisa Webb, Authorised Marriage Celebrant

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# Your Ceremony - What happens when

The order of these events can be moved around – we'll discuss at planning meeting.

## 45 mins before Ceremony - **I arrive.**

Set up speaker and signing table.  
Put on music if required. Check styling and set up if needed (happy to help in any way I can!)

## Check on Bride/Groom

I chat with you individually or together and get **Declaration** signed if not done yet

Ready to get wed! I **welcome guests** to ceremony and do some 'housekeeping'

Fill seats

Turn off phones

Introduce photographer

Acknowledgement of Country (Optional)

Special Instructions

## Your Big Moment!

**Bride / Groom** enter with or without Wedding Party separately or together (Choose an awesome entrance song or two)

**Thank** anyone who escorted you (optional). Invite guests to be seated.

Formally introduce myself. **Welcome** you to your ceremony.  
Tell you both you look amazing!

Introduce your **Wedding Party** - tell them why you choose them to be there and how much you love them (optional)

**Thank your family & friends**  
I can ask for blessings if you wish.

## Your Love Story

The story so far, what you love most about each other, what your future holds, what love and marriage means to you. A little walk down memory lane along with a glimpse into your future with lots of love and laughter along the way. As simple or detailed as you want.

## The Asking

Time to say 'I Do'

## Monitum

Legally required

## Legal Vows

I call upon the people here present to witness that I take you to be my lawfully wedded husband/wife/partner

## Ring Exchange

A symbol of your promises

## Personal Vows

Optional....but always lovely & I'm here to help

## Unity Ritual

Also optional. Suggestions - Handfasting, Unity Candle, Sand blending. All create a special moment with keepsakes.

## Declaration

Final words and Congrats - you're married!

## The Kiss

Make it a good one!

## Signing Certificates

With any two witnesses 18+  
(This can be done after ceremony if you want)

## Pronouncement

Family and friends, they've said their vows, exchanged rings and are ready to celebrate - I am thrilled to introduce you to Australia's newest newlyweds!

## Party Time

I say congrats, get a pic, give your cert to a trusted person then leave you to party!

# Frequently asked questions

## **What if we arrive late?**

That's ok - I won't leave and will do my best to keep your guests happy with music and chat! If I have another event after yours, I will let you know when I will have to leave.

## **Where do you stand?**

I usually stand to one side for everything except The Asking (when you say I do – this is optional) and your Legal Vows as for these, I hold the microphone for you to speak into.

## **Do we have to say vows?**

Only the legal vows are mandatory. Personal Vows are your choice. If public speaking is not your thing, just tell me what you love about each other and what your promises are so that I can add them to the love story I write for your ceremony.

## **Do we have to memorise our vows?**

No way! For your legal vows, you will repeat them after me one line at a time. If you say personal vows, I will print them into a booklet for you to read from. You can read your legal vows and personal vows from a card in one go if you prefer.

## **Who holds the rings?**

You can choose whoever you wish to hold the rings. I will not touch them. I will invite the person to join us and hand you the rings one at a time for you to say your legal vows and exchange rings. Want to have some fun? Hide the rings under the guest seats and have two surprise ring bearers!

## **We don't have a musician - can we play music?**

Absolutely. My awesome PA system can play your music via Bluetooth either from a guest phone or my iPad if you send me a playlist. I will happily control the music for you.

## **How many songs do we need to choose?**

Choose an entrance song(s), two songs for signing the certificates and an end of ceremony song (pick something upbeat for good vibes!). You can also make up playlists for before and after the ceremony if you want. Just send me links to Spotify playlists.

## **What happens at the end?**

You decide - you can make an exit by walking back down the aisle together then you can head off alone or with the photographer, wait in another spot for guests to come and say congratulations or you can just stay standing at the front and have guests come up straight away for hugs.

## **Do we need seats for all guests?**

I suggest you have at least 20-30 seats then the rest can stand. Let me know who you would like to sit where. I suggest that your close family sits at the front on the opposite side to where you are standing so that they can see your face throughout the ceremony.

## **Do we have to use a microphone?**

No, not if you don't want to. I will always use one for 20 guests or more but as long as your witnesses and I hear your legal vows, that's what matters.

## **What do you read from?**

I use an iPad mini for my script as it's super easy and light to hold and flick through the pages as well as control your music if required. I always take a paper copy back up!

**We are saying Personal Vows - when do you need them and how do we read them?**

Please send them to me by email no later than one week before your wedding. I will print them into a booklet for you to read from. For an extra fee, I can engrave them onto coloured acrylic panels for you. If you need help writing them, I have a template and will help you get them perfect. Please don't feel pressure to say personal vows if public speaking scares you! I can read them for you if you want.

**We're not sure about a Unity Ritual - can you tell us more?**

Yes of course - there is a Unity Ritual resource on my website Love Log In or you can just call/email me and ask about them. My fave is handfasting - I love to help you tie the knot!

**Do you leave straight away?**

No way, I love to wait until all your guests have congratulated you then come and give you a hug! I love to get a photo with you - I cherish these memories and love looking back through my wedding photos. I will find the person who you have nominated for me to give your Certificate of Marriage to, discreetly pack away my speaker then leave you to party. Unless you invite me to be your Cocktail Hour Host or Reception MC – then I stick around to party!

**We don't want people taking photos - can you tell them?**

For sure, I will include it as part of my welcome before your ceremony begins.

**Do we have to include an Acknowledgement of Country?**

It is optional. If you do wish to include it, I am happy to say it or you can ask a guest to. A Welcome to Country can only be given by an Aboriginal Elder.

**We want someone else to speak - when should that happen?**

Tell me who it is, what they are saying and we will figure out the perfect time.

**Do we have to sign certificates at the ceremony?**

Certificates must be signed on the day but not at the ceremony if you don't want to.

**How long will the ceremony be?**

It depends on what you want to include in your ceremony. It will be around 30 minutes.

**Do we need to do a rehearsal?**

It is not essential and it is not automatically included in my fee. We will have a final planning chat in person or video call the week of your wedding and I will give you a Tip Sheet with all the info you need. If you have a large Wedding Party and lots of people involved in your ceremony, then a rehearsal with those people may be a good idea. I also have a Tip Sheet for your Wedding Party! If you want me there, I will send you a quote but sometimes I can do it at no charge if we can find a time when I am near the venue already. I am usually available on weekdays 9am-4pm but often can fit it in around weekend weddings depending on location. As I am also a Funeral Celebrant, weekday rehearsals may be subject to change so I appreciate your flexibility to reschedule if needed.

**What do you wear?**

Whatever you want me to! Seriously, I send you a link to my wardrobe gallery on my website and you choose if you want to. I want to blend well with all your beautiful styling! Find the link to my Wardrobe on my Love Hub.

**Any other questions? Just ask any time!**

*Lisa xo*