



FREE WEDDING PLANNING TOOLKIT

# Plan your wedding from first decision to final dance with less stress

A comprehensive workbook from Farlow Your Heart for couples planning weddings across Sydney, Western Sydney, the Blue Mountains and regional NSW.

## What is inside

A complete planning roadmap, Australian ceremony legal checklist, detailed wedding budget system, vendor comparison pages, ceremony and vow prompts, reception run sheets, RSVP and seating tools, guest experience checklist, photo and video planning, weather backup plan, final-week checklist, wedding-day packing list and post-wedding admin.

Farlow Your Heart  
Wedding Celebrant & MC

# Toolkit Map



Use this page as your quick guide. You do not need to complete every page at once; work through the sections as each decision becomes relevant.

Section	Use it for
Planning roadmap	Seeing what needs to happen from early planning through the final week.
Budget system	Setting priorities, allocating money, comparing quotes, tracking payments and avoiding hidden costs.
Legal and ceremony	Understanding Australian ceremony requirements, shaping the ceremony, writing vows and planning readings.
Celebrant and MC flow	Connecting the ceremony, guest movement, reception entrance, speeches and dance floor.
Guest planning	Managing RSVPs, seating, dietary notes, accessibility, children and transport.
Vendor coordination	Keeping venues, photo/video, music, styling, transport and support people on the same plan.
Final month and wedding week	Confirming decisions, packing properly, delegating roles and staying calm.
Post-wedding	Handling certificates, returns, reviews, thank-you notes and keepsakes.

## Best way to use it

Start with budget, guest count and timeline anchors. Those three decisions quietly shape almost every other choice.



# How to Use This Toolkit

This is designed to make your planning feel clearer, not heavier. Use it as a working document: circle what matters, cross out what does not, and give the finished run sheet to the people helping you on the day.

## Start with these three decisions

- The feeling: relaxed and intimate, polished and formal, cheeky and joyful, or a mix that feels like you.
- The anchors: ceremony time, reception start, sunset, meal service and when you want formalities finished.
- The support: who will hold the timeline, cue music, gather family, answer vendor questions and speak on the microphone.

## Couple planning notes

Wedding date	
Ceremony venue	
Reception venue	
Guest count	
Top priority	
One thing to avoid	

### FYH planning note

The day feels smoother when the ceremony and reception are planned together. If your celebrant and MC understand the whole flow, your guests get one warm, familiar voice from the first hello to the dance floor.



# Planning Roadmap

Use this as the big-picture map. Every wedding has its own rhythm, but most stress comes from decisions being left open for too long.

Stage	Focus	Key actions
18-12 months	Vision and major bookings	Choose location style, guest count range, budget range, date options, ceremony/reception venue, celebrant, photographer and high-demand vendors.
12-9 months	Design the shape	Confirm wedding party, accommodation, transport needs, entertainment, first draft timeline and save-the-dates.
9-6 months	Guest and style details	Book florist/stylist, attire, hair/makeup, stationery, cake/dessert, rentals and ceremony elements.
6-3 months	Admin and decisions	Send invitations, complete NOIM with celebrant, refine budget, plan seating approach and choose readings/music.
12-6 weeks	Final structure	Collect RSVPs, finalise menu, floor plan, family photo list, speeches, run sheet and vendor timings.
Final month	Confirm and delegate	Final guest count, balances, documents, transport, wet-weather call, packing list and timeline distribution.
Wedding week	Protect the plan	No reinvention. Confirm what matters, hand off tasks and keep space for sleep, food and calm.

## Planning rule

A perfect plan is not one with every minute controlled. It is one where the right people know what to do when the day naturally shifts.

# 12 to 6 Months Out



This stage is about locking in the people, places and decisions that shape everything else. Once these are clear, the details become much easier to place.

## Big pieces to confirm

- [ ] Choose your ceremony and reception location, including a wet-weather option if either part is outdoors.
- [ ] Book your celebrant and MC, then confirm what support they provide before and on the day.
- [ ] Create a first guest list and sort guests into must-have, would-love and space-dependent groups.
- [ ] Set a realistic budget with a buffer for styling, signage, transport, alterations and last-minute printing.
- [ ] Decide the overall guest experience: cocktail style, seated meal, family-friendly, formal, relaxed or festival-style.
- [ ] Check sunset time before choosing portrait timing and reception entrance timing.

## Questions worth asking venues and vendors

- What time can vendors access the space, and who is the best contact on the day?
- Is there a built-in PA, microphone, signing table, wet-weather space or ceremony coordinator?
- Are there noise limits, candle rules, confetti rules, pack-down deadlines or travel restrictions?
- How does the venue usually handle speeches, cake, first dance and guest movement between spaces?



# Wedding Budget Foundations

Your budget is not just a number. It is a decision-making tool that helps you spend generously on what matters and calmly say no to what does not.

## Build the budget in this order

- [ ] Confirm who is contributing, how much, when the money is available and whether any contribution has expectations attached.
- [ ] Choose an absolute ceiling: the amount you will not go beyond, even if something beautiful appears late in planning.
- [ ] Set a working budget that is 8-12 percent lower than the ceiling so you have a proper buffer.
- [ ] Rank your top three priorities before collecting quotes. Examples: food, photography, live music, styling, guest comfort, relaxed timeline.
- [ ] Track every committed cost, not just paid invoices. A deposit means the full balance belongs in the budget.
- [ ] Keep one shared budget file so both of you can see decisions, balances, dates and trade-offs.

## Budget snapshot

Absolute ceiling	
Working budget	
Emergency buffer	
Contributions confirmed	
Total committed	
Remaining unallocated	

### A calm budget phrase

We can have many beautiful things, but not every beautiful thing. Choose the wedding you will be glad you paid for after the day is over.



# Budget Allocation Guide

These percentages are a practical starting point, not a rule. Adjust them around your guest count, venue inclusions, cultural priorities, family expectations and the kind of celebration you want.

Category	Typical range	What it may include	Watch for
Venue, food and beverage	35-50%	Venue hire, catering, bar, service staff, cakeage, corkage, menu tasting.	Minimum spends, overtime, security, public holiday rates, vendor meals.
Photo and video	10-15%	Photographer, second shooter, videographer, albums, extra hours.	Travel, delivery timelines, raw files, drone permissions.
Ceremony and reception support	5-10%	Celebrant, MC, coordinator, ceremony setup, legal paperwork, rehearsal.	Whether ceremony and reception flow are managed together.
Attire and beauty	6-12%	Outfits, alterations, shoes, accessories, hair, makeup, trials, steaming.	Alteration rounds, pre-wedding beauty appointments.
Styling and flowers	8-15%	Florals, signage, hire items, candles, linens, installations, pack-down.	Labour, delivery, venue restrictions, repurposing fees.
Music and entertainment	5-10%	DJ, live music, ceremony music, dance floor lighting, audio.	Sound limits, extra microphones, setup time.
Stationery and guest details	2-5%	Invitations, menus, place cards, seating chart, welcome signage, postage.	Reprints, RSVP tools, last-minute name changes.
Transport and accommodation	2-8%	Cars, shuttles, rideshare support, hotel rooms, late-night guest travel.	Waiting time, rural travel, parking, pickup locations.
Buffer and misc.	8-12%	Tips, meals, umbrellas, printing, gifts, permits, recovery brunch.	The small things that appear in the final month.

## Budget sanity check

If guest count rises, catering, drinks, hire, stationery, transport and cake often rise with it. Guest count is one of the strongest budget levers.



# Master Budget Tracker

Use this page to track the real number: committed cost. If a vendor is booked, include the full amount even if only the deposit has been paid.

Category	Budget	Quoted	Booked	Paid	Balance	Due date	Notes
Venue hire	\$	\$	\$	\$	\$		
Food/catering	\$	\$	\$	\$	\$		
Bar/drinks	\$	\$	\$	\$	\$		
Celebrant	\$	\$	\$	\$	\$		
MC	\$	\$	\$	\$	\$		
Planner/coordinator	\$	\$	\$	\$	\$		
Photographer	\$	\$	\$	\$	\$		
Videographer	\$	\$	\$	\$	\$		
Ceremony music	\$	\$	\$	\$	\$		
DJ/band	\$	\$	\$	\$	\$		
Florist	\$	\$	\$	\$	\$		
Stylist/hire	\$	\$	\$	\$	\$		
Furniture/linen	\$	\$	\$	\$	\$		
Lighting/audio	\$	\$	\$	\$	\$		
Cake/dessert	\$	\$	\$	\$	\$		
Stationery/signage	\$	\$	\$	\$	\$		



# Master Budget Tracker Continued

Add every small cost. The little line items are rarely the problem on their own; they become stressful when they stay invisible.

Category	Budget	Quoted	Booked	Paid	Balance	Due date	Notes
Wedding attire 1	\$	\$	\$	\$	\$		
Wedding attire 2	\$	\$	\$	\$	\$		
Alterations	\$	\$	\$	\$	\$		
Shoes/accessories	\$	\$	\$	\$	\$		
Hair/makeup	\$	\$	\$	\$	\$		
Rings	\$	\$	\$	\$	\$		
Transport	\$	\$	\$	\$	\$		
Accommodation	\$	\$	\$	\$	\$		
Guest transport	\$	\$	\$	\$	\$		
Vendor meals	\$	\$	\$	\$	\$		
Gifts	\$	\$	\$	\$	\$		
Printing	\$	\$	\$	\$	\$		
Legal/certificates	\$	\$	\$	\$	\$		
Emergency kit	\$	\$	\$	\$	\$		
Recovery event	\$	\$	\$	\$	\$		
Buffer	\$	\$	\$	\$	\$		



# Vendor Quote Comparison

Price matters, but value matters more. Compare inclusions, communication, backup plans and fit before choosing the cheapest or most expensive option.

Vendor type	Option A	Option B	Option C
Package price			
Deposit and payment terms			
Hours / coverage			
Inclusions			
Exclusions or add-ons			
Travel / setup / pack-down			
Backup plan			
Communication feel			
Best fit score /10			

### Decision prompt

Would we still be happy with this vendor if the day runs late, the weather changes or a guest needs help?





# Savings Plan and Trade-Offs

The strongest budgets are built with kind honesty. Decide where money is coming from, what you are willing to change and what is protected.

Monthly amount to set aside	
Current wedding savings	
Expected contributions	
Spending pause categories	
Protected wedding priorities	
First thing we will reduce if needed	

## Good places to save without guests feeling punished

- Reduce guest count before reducing guest comfort.
- Choose fewer, stronger styling moments rather than many small decorative pieces.
- Repurpose ceremony florals at the reception if logistics and labour make sense.
- Keep speeches in one clear block to reduce overtime risk and protect dance floor energy.
- Use digital RSVPs while keeping printed pieces for the items guests physically need on the day.
- Choose a venue with useful inclusions if the total value is stronger than a blank space plus hire.

### Red flag

A discount is not a saving if it creates extra coordination, stress, travel, hire or risk elsewhere.



# Hidden Costs Checklist

These are the costs couples often discover late. Use the list while comparing venues and vendors, not after everything is booked.

- [ ] Service fees, card fees, public holiday surcharges, overtime and late pack-down charges.
- [ ] Vendor meals, parking, accommodation, travel fees and early access fees.
- [ ] Postage, invitation reprints, seating chart reprints and place card changes.
- [ ] Alterations, steaming, undergarments, jewellery, shoes, hairpieces and outfit cleaning.
- [ ] Wet-weather hire: umbrellas, heaters, fans, flooring, marquee walls, towels or alternate transport.
- [ ] Audio extras: additional microphones, ceremony speaker, generator, extension cords and backup batteries.
- [ ] Children's meals, high chairs, activity packs, babysitting or a quiet room.
- [ ] Marriage certificate application, name-change documents, thank-you cards and album upgrades.
- [ ] Late-night snacks, recovery brunch, gifts for helpers and tips or gratuities where appropriate.
- [ ] Damage deposits, cleaning fees, rubbish removal, candle/fire permits and confetti cleanup.

## Buffer target

Keep 8-12 percent unallocated until the final month. If you still have it near the end, spend it intentionally or keep it.



# Legal Ceremony Checklist

For Australian weddings, there are a few legal pieces that need to be handled properly. Your celebrant will guide you through this, but this checklist helps you know what is coming.

- [ ] Give your Notice of Intended Marriage to an authorised marriage celebrant at least 1 month and no more than 18 months before the wedding.
- [ ] Bring evidence of date and place of birth, usually a birth certificate or passport, plus identity documents for your celebrant to sight.
- [ ] Provide proof that any previous marriage has ended if relevant.
- [ ] Choose two witnesses who are over 18 and able to understand what they are witnessing.
- [ ] Confirm the required legal wording, your full legal names and how you want personal vows handled.
- [ ] Plan for the celebrant to be physically present with both parties and the two witnesses for the ceremony.
- [ ] After the wedding, remember the ceremonial certificate is different from the official registered marriage certificate.

Full legal name 1	
Full legal name 2	
Witness 1	
Witness 2	
Document notes	

## Important

This page is a planning guide, not legal advice. Current Australian Government guidance should be checked with your authorised marriage celebrant for your situation.

# Ceremony Planning Worksheet



A ceremony works beautifully when it has a clear emotional shape: welcome, story, promises, legal moment, signing and celebration.

## Choose your ceremony tone

- Warm and sentimental
- Light, cheeky and laughter-filled
- Simple, elegant and short
- Family-centred with readings or cultural touches
- A blend: heartfelt where it matters, relaxed everywhere else

## Prompts for your ceremony story

How you met	
The first spark	
A shared value	
A funny detail	
What marriage means	
People to honour	

## Ceremony elements to consider

- Processional music, welcome, acknowledgement, love story, readings, vows, legal words, ring exchange, signing, announcement and recessional.
- Who holds rings, where the wedding party stands, whether anyone needs a seat, and where the photographer can move.
- A backup plan for wind, heat, rain, microphones, phones, late guests and young children.



# Vows and Readings

Your vows do not need to sound like a movie. The best ones usually sound like you, only a little more intentional.

## Simple vow structure

- Begin with one honest thing you love about your person.
- Add a real memory, everyday ritual or tiny detail only the two of you would recognise.
- Make two or three promises you can actually keep.
- End with a line that feels steady, warm and true.

## Vow drafting prompts

I knew this was real when	
I admire	
I feel most loved when	
I promise	
In hard seasons I will	
Our life together will	

## Reading ideas

- A poem, song excerpt, book passage, family blessing, short reflection from a friend, or a few lines written by someone close.
- Ask readers to practise out loud and send the final text to your celebrant before the day.



# Ceremony Detail Planner

Tiny ceremony details can make a big difference to how calm the start of the day feels.

Moment	Decision	Who owns it
Guest arrival	Music, greeting, phones, water, shade, seating reserved signs.	
Processional	Order, song, timing, aisle length, who walks with whom.	
Rings	Who has them, where they stand, backup ring box or pocket.	
Vows	Printed cards, personal vows, legal vows, microphone choice.	
Signing	Table, chairs, pen, music, witnesses, photo position.	
Recessional	Announcement wording, song cue, petal/confetti rules, where couple walks.	
After ceremony	Congratulations, group photo, drinks, family photo helper.	

## Comfort detail

If your ceremony is outdoors, plan water, shade, wind-safe vows and microphone protection before you need them.

# Celebrant and MC Flow



When the same person understands both the ceremony and the reception, the day can feel more connected. This page helps you map the handover from formal vows to celebration.

## Key flow moments

- [ ] Guest welcome before the ceremony begins, including phones, movement, weather and timing notes.
- [ ] Clear cue for music and procession, with names and pronunciation checked.
- [ ] Post-ceremony direction: where guests go, where family photos happen and when the couple returns.
- [ ] Reception entrance energy: formal introduction, relaxed welcome, or something playful.
- [ ] Speech transitions, speaker order, pronunciation notes and any sensitive family context.
- [ ] Cake, first dance, bouquet/garter or private last dance decisions confirmed.

## MC notes to share

Pronunciations	
No-go topics	
VIP guests	
Family photo helper	
Vendor contact	
Energy you want	



# Wedding Day Timeline

This is a starter schedule for a 3 pm ceremony. Adjust it around travel, sunset, photography style, venue service times and how much breathing room you want.

Timing	What is happening	Who needs to know
1:30 pm	Final venue setup, flowers, signage, music and ceremony chairs checked.	Venue, stylist, celebrant
2:30 pm	Guests begin arriving. Pre-ceremony music starts and key family are seated.	Celebrant, ushers, musicians
3:00 pm	Ceremony begins.	Wedding party, photo, video
3:30 pm	Signing, announcement, recessional and congratulations.	Celebrant, couple, witnesses
3:50 pm	Group photo and immediate family portraits.	Photo, family helper
4:20 pm	Couple portraits while guests move to drinks or canapes.	Photo, venue, MC
5:30 pm	Reception entrance and welcome.	MC, venue, DJ
6:00 pm	Dinner service begins.	Venue, catering
7:15 pm	Speeches in one block or split around courses.	MC, speakers, DJ
8:00 pm	Cake cutting, first dance and dance floor.	MC, DJ, photo, video

## Timeline tip

Add more buffer than you think you need. A calm ten-minute gap often saves the whole evening from feeling rushed.



# Reception Run Sheet

Use this page to turn the rough timeline into a clear working plan for your MC, venue, photographer, videographer, DJ and wedding party.

Timing	What is happening	Who needs to know
Guest arrival	Where guests go, what music plays, what drinks or canapes are served.	Venue / MC
Couple entrance	Entrance style, names, song, doors, applause cue and where the couple goes next.	MC / DJ
Welcome	Short welcome, housekeeping, acknowledgement, meal notes or group photo reminder.	MC
Speeches	Speaker order, time limit, microphone location and who introduces each person.	MC / speakers
Formalities	Cake, first dance, parent dance, bouquet toss or traditions you are keeping.	MC / DJ / photo
Party time	Dance floor opening, late-night food, transport reminders and final announcement.	MC / venue

## Your final order

1	
2	
3	
4	
5	
6	



# Vendor Coordination Checklist



A beautiful wedding day is a team effort. The goal is to make sure every vendor has the same version of the plan before the wedding morning.

- [ ] Send one final run sheet to venue, photographer, videographer, DJ/musicians, florist, stylist, transport and MC.
- [ ] Confirm arrival times, parking, loading access, meals, bump-out and the best on-the-day contact number.
- [ ] Share ceremony layout, reception floor plan, family photo list and any private/sensitive notes only with those who need them.
- [ ] Confirm microphone needs for ceremony, speeches, music playback, outdoor wind and backup batteries.
- [ ] Check weather plans, shade, water, umbrellas, heaters, fans and shoe-friendly paths if outdoors.
- [ ] Give vendors correct addresses, map links and timing buffers for travel between locations.

## Vendor contact list

Venue	
Celebrant/MC	
Photo/video	
Music/DJ	
Florist/stylist	
Transport	



# Photo and Video Planning

Photo and video teams can capture more naturally when they know the moments that matter and the family combinations that must not be missed.

## Must-have moments

- [ ] Details: rings, vow cards, outfits, florals, invitations, signage and meaningful heirlooms.
- [ ] Getting ready: calm moments, outfit reveal, family reactions and final touch-ups.
- [ ] Ceremony: processional, vows, rings, signing, announcement, recessional and congratulations.
- [ ] Family photos: a short, realistic list with a helper who knows names and faces.
- [ ] Reception: entrance, speeches, guest reactions, cake, first dance, dance floor and final moments.

## Family photo list

Immediate family group 1	
Immediate family group 2	
Grandparents	
Wedding party	
Special friends	
Sensitive family notes	

### Timing tip

Group photos move fastest when the MC or family helper calls names while the photographer keeps shooting.



# Music, Speeches and Microphones

Sound is one of the biggest guest-experience details. People relax when they can hear clearly and transitions feel confident.

Moment	Song / sound cue	Person responsible	Notes
Guest arrival			
Processional			
Signing			
Recessional			
Reception entrance			
Cake			
First dance			
Dance floor opener			
Final song			

## Speech guardrails

- [ ] Confirm speaker order, name pronunciation and relationship to the couple.
- [ ] Give each speaker a time limit and tell them whether the tone should be heartfelt, funny or brief.
- [ ] Share no-go topics with the MC so awkward moments can be avoided before they happen.

# Guest Experience Checklist



The best guest experience is usually simple: people know where to go, what is happening, and that they are welcome.

- [ ] Clear ceremony arrival time, parking instructions and wet-weather message.
- [ ] Signage for ceremony, reception, bathrooms, gifts/cards, guest book and seating.
- [ ] Accessibility notes for elderly guests, prams, wheelchairs, uneven grass or long walks.
- [ ] A plan for children, including seats, snacks, quiet space or who is supervising them.
- [ ] Dietary requirements confirmed and passed to the venue or caterer.
- [ ] Family photo list prepared so guests are not waiting around while names are guessed.
- [ ] Transport or rideshare information for the end of the night.

## Small details guests notice

- Enough shade or warmth, water before the ceremony, audible sound, a confident welcome and clear transitions.
- A reception flow that lets people eat, laugh, listen to speeches and dance without too many long pauses.



# Weather and Backup Plan

A backup plan is not pessimistic. It is what lets everyone stay calm if the weather decides to have an opinion.

Risk	Decision needed	Owner	Deadline
Rain	Indoor option, umbrellas, flooring, covered photo location.		
Heat	Shade, water, fans, shorter ceremony, sunscreen, elderly seating.		
Cold	Heaters, wraps, indoor waiting space, warm drinks.		
Wind	Weighted signage, protected candles, mic windshields, secure florals.		
Travel delay	Buffer, alternate route, contact chain, adjusted ceremony start plan.		
Power/audio	Backup speaker, batteries, generator, downloaded playlists.		

## Make the call

Choose who has authority to activate the wet-weather plan, what time the decision is made and how guests/vendors will be told.



# Wedding Party and Helper Roles

The people closest to you want to help, but vague help can create more questions. Give kind, specific jobs.

Role	Person	What they handle	Phone
Timeline holder		Knows the run sheet and protects buffers.	
Family photo helper		Finds people quickly for group photos.	
Personal items		Keeps vows, lipstick, tissues, spare shoes, phone.	
Vendor contact		Answers vendor questions so the couple do not have to.	
Guest support		Helps elderly guests, prams, accessibility or transport questions.	
Pack-down lead		Collects gifts, cards, signage, guest book, leftover items.	

## Delegate clearly

- [ ] Give each helper one main job, not five.
- [ ] Send helpers the exact timing, location and decision-making authority they have.
- [ ] Thank them before the day and make sure they still get to enjoy the wedding.

# Final Month Confirmation List



The final month is for confirming, not reinventing. The more you close now, the lighter the wedding week feels.

- [ ] Finalise guest count, dietary list, seating chart and floor plan.
- [ ] Confirm ceremony script, vows, readings, legal documents and witness details with your celebrant.
- [ ] Confirm MC run sheet, pronunciation notes, speech order and no-go topics.
- [ ] Send final timeline to every vendor and ask them to confirm their arrival and departure times.
- [ ] Pay balances or schedule payments, then store receipts in one place.
- [ ] Confirm transport, parking, accommodation, check-in times and end-of-night pickup plan.
- [ ] Prepare envelopes, gifts, signage, printed vows, menus and family photo list.
- [ ] Make the weather decision process clear: who decides, when and how everyone is told.

## Final month mantra

Close loops. Protect sleep. Stop adding things that only exist because planning momentum got noisy.



# Final Week Calm Checklist

The final week is not the time to reinvent the wedding. Confirm what matters, delegate what can be carried by someone else, and protect a little quiet for yourselves.

## Seven days out

- [ ] Confirm final guest count, dietary requirements and seating plan with venue.
- [ ] Send final run sheet, vendor contacts and emergency contacts to your MC or coordinator.
- [ ] Print vows, readings, speech notes, signage and family photo list.
- [ ] Confirm rings, legal documents, outfit steaming, transport and accommodation.

## Day before

- [ ] Pack ceremony items: rings, vows, documents, tissues, water, lipstick, perfume/cologne and comfortable shoes.
- [ ] Hand vendor payments, tips, gifts or personal items to a trusted person if needed.
- [ ] Charge phones, share addresses, eat properly and get to bed earlier than you think you need to.

### Final FYH note

You do not need a perfect wedding to have a deeply beautiful one. A clear plan, warm people and a calm voice on the microphone go a long way.



# Wedding Day Packing List

Pack by location, not just by item. Label bags so helpers can find what they need without calling you.

Bag / box	Items	Person responsible
Ceremony	Rings, vows, legal documents, pens, tissues, water, umbrellas, petal/confetti if allowed.	
Getting ready	Outfits, shoes, accessories, steamer, sewing kit, snacks, water, chargers.	
Reception	Place cards, seating chart, menus, signage, guest book, card box, favours.	
Emergency	Pain relief, bandaids, blister pads, safety pins, stain remover, mints, deodorant.	
End of night	Change of shoes, overnight bag, gifts/cards plan, leftover cake/flowers plan.	

## Do not forget

- [ ] Give the pack-down person a list of what must come home.
- [ ] Keep legal documents and rings with one trusted person until ceremony time.
- [ ] Have downloaded copies of music and the run sheet available offline.

# Post-Wedding Admin



A little after-care helps the wedding end cleanly and keeps the good feeling going.

- [ ] Apply for the official registered marriage certificate if you need it for name change or proof of marriage.
- [ ] Return hired items, suits, decor, keys, access cards or accommodation items by the due date.
- [ ] Pay any final invoices, overtime, damage fees or agreed gratuities.
- [ ] Collect photos from guests or disposable cameras while the day is still fresh.
- [ ] Write vendor reviews for the people who cared for you well.
- [ ] Send thank-you messages or cards, starting with anyone who travelled, hosted, contributed or helped.
- [ ] Store vows, ceremony script, speeches, stationery and keepsakes somewhere safe.
- [ ] Check album/video deadlines and choose favourites before decision fatigue sets in.

## Marriage certificate note

Your celebrant gives you a ceremonial certificate on the day. For official proof, apply through the relevant state or territory registry.

# One-Page Wedding Command Centre



This page is the version you can hand to the people making decisions on the day.

Couple names	
Wedding date	
Ceremony address	
Reception address	
Wet-weather location	
On-the-day decision maker	
Emergency contact	
Celebrant/MC phone	
Venue contact	
Photo/video contact	

Time	Moment	Owner
	Vendor access	
	Guests arrive	
	Ceremony starts	
	Family photos	
	Reception entrance	
	Speeches	
	Dance floor	
	Final announcement / transport	

# Ready for a Connected Wedding Day?



Farlow Your Heart brings warmth, calm structure and confident MC energy to your wedding day, from the first ceremony welcome to the dance floor.

## Next step

Check your date, ask a ceremony question or send through your wedding plans. I can help you shape the legal ceremony, personal story, guest flow, reception run sheet and MC moments.

Contact	Details
Website	<a href="http://farlowyourheart.com.au">farlowyourheart.com.au</a>
Email	<a href="mailto:farlowyourheart@gmail.com">farlowyourheart@gmail.com</a>
Phone	0416 749 414
Service area	Sydney, Western Sydney, Blue Mountains and regional NSW

## A final planning reminder

Your guests will remember how the day felt. Clear structure, warm words and confident transitions make space for everyone to relax into the celebration.

# Source and Legal Note



This toolkit is practical planning guidance for couples. It is not legal, financial or tax advice.

Australian marriage law details in this toolkit were checked against the Australian Government Attorney-General's Department guidance on getting married in Australia, current at 29 June 2026.

Official source: <https://www.ag.gov.au/families-and-marriage/marriage/get-married>

For your exact circumstances, confirm requirements with your authorised marriage celebrant and relevant state or territory registry.

Ready to plan with a calm voice in the room?

Farlow Your Heart can support both the ceremony and the reception flow, helping the whole day feel connected from the first welcome to the last announcement.