



CONGRATULATIONS!!!

YOU'RE PLANNING A

Wedding

Olive Rose
WEDDINGS & EVENTS

www.oliveroseweddings.com.au

HEY THERE!

IT'S NICE TO MEET YOU.

Hello, and welcome to the wonderful world of the wedding industry. This is such an amazing and exciting time for you and your partner. So, congratulations again.

Thank you so much for getting in contact with me. I work very hard building this little business of mine that I literally do a happy dance for each enquiry that comes through. So thank you for making my day, it means the world. 😊

You're now probably thinking ok who is this crazy woman that dances in her office?

Well hey there, I'm Janette. I'm a doughnut enthusiast, Disney OBSESSED (you'll see 🍩) organisational ninja that assists couples to create magical moments on their wedding day.

For me weddings are my happy place. It is the finished product of a lot of hard work and planning where I get to see the magic come to life. It's honestly my true calling in life, as corny as that sounds. I'm all about organising the chaos into smaller, easy to manage tasks and then ticking off those tasks like there's no tomorrow. Literally there's no better feeling.

In the next few pages of this booklet you'll find my services and pricing as well as amazing resources, wedding planning tips and more. I truly hope this helps you even if I'm not the right fit you guys. This is all yours to keep. So enjoy and happy planning.

Kindest regards, Janette xx

WHO IS OLIVE ROSE?

Fun Fact: I named my business after my beautiful Grandma Olive. She was a tough as nails, hard working, kind-hearted woman who loved her rose garden and believed anything was possible. And that's exactly what I strive for when it comes to my clients and my business.. It's a lovely reminder for me to be the best I can be and to just be myself.



YOU'RE ENGAGED!!

NOW WHAT?

This is the fun part I promise. It's time to get the foundations of your wedding planned. YAY! Firstly, what you're wanting to do is start searching for a venue as well as discussing a couple of dates with your partner. There's no point booking any vendors prior to this (apart from a wedding planner) as they will need a secured date and a venue or at the very least a round about area or suburb to give you a quote. (NOTE: If you book your planner prior to securing a date or venue you will need to discuss available dates that your planner has open so that there is no double bookings. As soon as you book a planner we will get straight into booking in a date and venue asap so we have the base foundation of your wedding done and dusted.)

The rest of the vendors generally fall into line and there's honestly no particular set order that you must book them in. However keep in mind if there are particular vendors who you definitely want for your wedding it's ideal to get in quick and book them in asap because a lot of us vendors (especially the popular wedding dates/seasons) get booked up fast.

Here's a general guideline list for booking your vendors.

1. Wedding Planner
2. Venue
3. Photographer / Videographer
4. Celebrant / Officiant
5. Stylist / Florist
6. Hair & Makeup
7. Attire: Gowns, Suits, Accessories
8. Stationery
9. Entertainment
10. Cake
11. Transport
12. Other bits & bobs



WHAT DISNEY PRINCESS WOULD YOU BE?

It would have to be Rapunzel from Tangled. We definitely share the same sort of personality traits such as excited by small details, love to get our hands dirty and get in and get things done, sweet and kind-hearted (feels weird to say that about myself but it's true 🥰) as well as naturally the super long locks.



WHAT DOES A PLANNER DO?

A DAY IN A LIFE OF A PLANNER

Think of a Wedding Planner as your very own Personal Assistant, here to help you with every step of the planning process. Providing professional advice and recommendations while doing all of the busy work. Such as collecting quotes and answering all your vendors questions.

Planning a wedding can get super overwhelming! Especially when you have multiple vendors sending through emails all asking the same questions you've answered a dozen times. A planner takes all of the stress and unnecessary back and forth with vendors and questions. Answering questions is not all a Planner does. We gather as much information from you so that we can tailor a perfect wedding experience to suit you.

We create vision boards, floorplans, timelines, budgets, checklists and spreadsheets and so much more and upload it all to your very own electronic wedding board. All of these elements are used to keep everything on track and organised so that you don't have to lift a finger. #lifegoals

Now, if you're wanting to plan your wedding on your own (snaps to you) however looking for someone to execute your planning on the day (which I totally suggest is a must for all weddings) have a look at my On the Day Coordination services. I'll swoop in a month out and band all of your planning into a runsheet and floorplans as well as touch base with all your vendors that you've booked for a smooth and seamless day. #smoothoperator

For a more detailed description head on over to my website.

SECRET MONEY SAVING POWERS

You may or not know that Wedding Planners have the ability to save you money! WHAT?! Planners have more sway power over vendors when it comes to discounts. We may even have discounts already with our recommended vendor listings. NOTE: I only recommend vendors that I know, trust and share the same values with. You'll get the best guaranteed.



MY SERVICES

WEDDING PLANNING

- > Wedding Planning assistance from planning, sourcing quotes, creating documents, filling out contract details, vendor liaising, creating runsheets and timelines. Plus so much more which will save you time, money and stress in the lead up to your big day.
- > Vision board creation to help you figure out what styles, themes and palletes you want for your wedding.
- > Budget spreadsheet, Timelines, Checklists, To-Do Lists, Floorplans. Plus more all combined into your own personal electronic wedding board.
- > Digital software to access all details and documents of your wedding all from your phone using an app.
- > Multiple meetings to discuss plannings to confirm and for peace of mind that everything is going plan.
- > Unlimited support, advice and recommendations via email and phone. Making it incredibly easy to get in contact.
- > Vendor liaising answering questions and requirements so that you don't have to.
- > On the Day Coordination is included to save you time and stress on your big day.
- > Peace of mind that everything will be setup and organised by a professional way before your guests arrive.
- > We create a detailed runsheet to ensure all elements are accounted for and everyone involved knows what's going on.
- > We also create ceremony and reception floorplans so that everything is exactly where you would like it.
- > 1 to 2 hour wedding run through meeting at your venue. Roughly 6 weeks out from the big day to get all details confirmed for our runsheet and floorplans.
- > Full access to our Emergency Kit on the day.
- > Includes a Planner/Coordinator plus an assistant on the day (if required)..
- > Wedding Planner stays onsite from setup until all the formalities of the day are over (generally after the first dance/cake cutting).
- > Let's Plan a Wedding Workbook – Over 30 pages of easy to use checklists and worksheets to make planning your wedding simple and organised.

PRICE FROM \$5,397.00

MONTHLY PAYMENT PLANS AVAILABLE

JANETTE FACTS

- ☆ I would do just about anything for a doughnut, pizza or chocolate
- ☆ Stationery is my guilty pleasure (especially Kikki K)
- ☆ My office wall is covered in framed Disney puzzles. I love puzzles.
- ☆ I don't drink coffee but I do love an English Breakfast tea.
- ☆ I have fantastic relationships with my vendors. A lot of them now life friends.



MY SERVICES

COORDINATION

You've put all the hard yard into planning your special day, but now that it's here you deserve to enjoy every moment! If you want to avoid all the stress, constant stream of questions and last minute running around on the day, I can help! My On the Day Coordination service is designed to help assist the perfectly organised couple who just needs a bit of back-up on the day to ensure everything runs smoothly.

What's Included:

- > On the Day Coordination to save you time and stress on your big day.
- > Peace of mind that everything will be setup and organised by a professional way before your guests arrive.
- > We create a detailed runsheet to ensure all elements are accounted for and everyone involved knows what's going on.
- > We also create ceremony and reception floorplans so that everything is exactly where you would like it.
- > 1 to 2 hour wedding run through meeting at your venue roughly 6 weeks out from the big day to get all details confirmed for our runsheet and floorplans.
- > Digital software to access all details and documents of your wedding all from your phone using an app.
- > Vendor liaising 1 month prior to confirm timings and requirements so that you don't have to.
- > Unlimited support is provided any time after booking should you need any advice or recommendations along the way.
- > Full access to our Emergency Kit on the day.
- > Includes an On the Day Coordinator plus an assistant (if required)
- > Coordinators stay onsite from setup until all the formalities of the day are over (generally after the first dance/cake cutting).
- > Let's Plan a Wedding Workbook – Over 30 pages of easy to use checklists and worksheets to make planning your wedding simple and organised.

PRICE FROM \$1,397.00

MONTHLY PAYMENT PLANS AVAILABLE

NOT SURE WHAT MUSIC PEOPLE LIKE?

On your invite reply cards ask for a song request! This is a super fun way to know what music everyone likes plus being able to 'read your crowd' prior to the event so you'll be all sorts of organised. ★BONUS TIP: Don't feel like you have to include every song request. After all it is your wedding. Chances are there will be at least one suggested super inappropriate song. 😊



MY TOP 3 TIPS

JANETTE'S TOP TIPS

> VENDOR MEETINGS

When meeting with any wedding vendor do your research and be prepared. Generally complementary consultations are 30 minutes long. Do yourself a favour and bring the following to your meetings.

- ✓ Notebook and pen - for obvious reasons. 😊
- ✓ Questions to ask - have prewritten questions listed so you don't forget anything.
- ✓ A vision board or inspiration - this might be a physical board, a Pinterest board or photos you might have collected in an album. By showing the vendor these gives them a better understanding of what you want from them.
- ✓ Your fiancé/bridesmaid/mum (optional) - having backup with you might give you some confidence and security plus they may think of some questions to ask that you might have missed.
- ✓ After the meeting - get the vendor to send everything that they are willing to offer you in writing via email. Saves you forgetting plus also you have proof of what was said.

> WEDDING EXPO - SIGN UP FORMS

If you're planning to go to a wedding expo be warned that there is sooooo many competitions and sign up forms to fill in that THIS WILL BE THE GREATEST THING YOU EVER DO!!! Print and cut out your details including *** Your name, Email, Phone number and wedding date. Most vendors will have draws and competitions instead of writing your details over and over and over again just use these pre-filled out entry forms!!! GENIUS RIGHT!!!! Save your hand and your sanity.

> GET YOURSELF A RETURN STAMP/STICKERS

When it comes to wedding stationery the greatest tip I can give you is to invest in a return address stamp or stickers!!! Say you have 100 guests attending your wedding ... and let's just assume each has a partner. Are you prepared to write over and over your name and address on 50 envelopes. I didn't think so. And that's just the wedding invitations ... don't forget about save the dates, bridal showers, thank you cards. It gets nuts. Do yourself a favour and get a stamp or stickers you'll thank me for it.

> For more daily tips follow me on Instagram @oliveroseweddings

WHO'S THIS LITTLE CUTIE?

This is Fury. My little gorgeous girl / assistant / Instagram Stories content filler. 😊 She loovvvvees squeaky toys and long afternoon walks. And she is quite the poser when it comes to close up shots. I myself am a HUGE dog lover and I'm definitely one of those people who gets way too invested in other people's dogs. #ivewarnedyou



FREE RESOURCES

OH! HOW I LOVE FREE STUFF

Planning a wedding can be expensive. I totally get it, I've been there. So when you can get something for free it's the bees knees. Here are some great wedding planning resources that you can use.

> **My Resource Centre** - Coming Soon (Check out my Shop)

I've done a lot of the hard work for you and have created free downloadable checklist for you to use when planning your wedding. Go check it out.

> **Pinterest** - <https://www.pinterest.com.au/>

Pinterest is a great way to figure out what you like and don't like. Beware the Pinterest rabbit hole. Try to pin things you actually want to keep it simple.

> **Expos**

Wedding Expos are a great way to meet vendors and of course get some free stuff. Do you research before hand and pick which vendors you actually want to see as most expos list which vendors will be attending.

> **Wedding Planning Apps**

There are a couple of great free wedding planning apps if you're wanting all of your details at the touch of a button. The 'Wedding Happy' app is a fantastic app that lets you create budgets, lists and so much more. Give it a go.

WHAT DO MY CLIENTS SAY ABOUT ME?

We are so glad we found Janette to be our coordinator, She is the best!! Peaceful, kind, professional, organised & creative. She totally realised the vision for our day with such ease & represented our hearts perfectly with our vendors & guests. This is a human who's found her perfect job, has the skills & personality to match & does it all for the joy of it! Can't recommend her highly enough, thank you so much Janette. ~ Naomi & Hans



THANK YOU

I HOPE TO SPEAK WITH YOU SOON

Hey you made it! If you've gotten this far I just wanted to give you a hug and a big thank you. I truly hope this booklet has given you at least one nugget of inspiration. Don't forget to follow me on Instagram for plenty more tips and stories. @oliveroseweddings

If you are indeed interested in booking my services let's have a chat I'd love to meet you in person. Below are a couple of details regarding my complimentary consultations. Get in contact with me and let's get this party started. YAY! Kindest regards, Janette xx

Phone: 0405 104 399 | Email : oliveroseweddings@outlook.com

> MY COMPLEMENTARY CONSULTATIONS

What to Expect:

In our 30 minute complimentary consultation we meet up at a local cafe for a hot beverage (my usual is Passiontree Velvet at Indooroopilly) where we will discuss the following:

- Your wedding day vision – all of your dreams, ideas and wants.
- We will draw up a rough timeline of the days festivities.
- Any venue and vendor details already booked.
- Your priorities and what is super important to you on the day.
- Any struggles or pain points you are having that I might be able to help you out with – advice and recommendations.
- And of course my services and how I can help

All you need to do is contact me to book in your consult.

BONUS TIP

Create yourself a wedding email address. Use this email for all of your wedding and vendor correspondence. Trust me you'll be getting emails left right and centre, at least if you have a separate email address from you're everyday personal email you'll be able to find everything a lot easier.
Example: mrandmrsmith@gmail.com

