

K.I.S.S
Weddings
Keep It Something Special
Wedding Planners

Make the most memorable day of your life something special
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Image Courtesy Paul Wilcock Photography

K.I.S.S Weddings

Keep It Something Special

Information Pack

2012



About Us

K.I.S.S Weddings is a boutique Wedding Planning company specialising in tailoring packages to suit the busy bride.

We plan and manage entire weddings or just certain elements.

Our service is personal and every couple deals directly with Kim Williams, the company's owner and founder.

At K.I.S.S Weddings, our goal is to give you the wedding you've always dreamed of.

A wedding that reflects your unique personality and style.

A wedding that you and your guests will delight in.

Stress-free wedding planning begins now

Your engagement is a special time that you should enjoy to the fullest.

Don't spend it stressing out about your wedding details.

We'll discuss all your visions and ideas at length, then design a plan with a variety of options for you to consider.

When you give us the go-ahead, we'll make it all happen, keeping you updated regularly, of course.

You can just sit back and sample cake, taste champagne, and smell the roses.

Make the most memorable day of your life something special

With our experience and professional suppliers, we are uniquely positioned to create your memorable day for much less than you might expect.

We'll plan and manage your entire wedding - or just certain elements of it.

It's up to you because it's all about you



K.I.S.S PACKAGES

These Packages are designed to give you flexibility and just an idea of where to start and what we offer.

All of the items can be mixed and matched to suit your 'Something.....' and, of course, your budget.

After the first complimentary consultation we can, together, decide what will suit you best.

Keep It Something Superb – 50 hours

10% of total goods and services organised OR \$ 2,750 minimum fee, whichever is greater.

Are you a busy professional who knows that you just can't do it all, especially if you're trying to get married in less than a year? Are you looking for help to plan your wedding from start to finish, someone to take your inspirations and turn them into reality? Are you ready to relax and enjoy your engagement and relieve the stress of wedding planning from yourself and your family?

Then our Keep It Something Superb Package was created for you.

Our full-service package means just that – we will literally do it all to make your Wedding the day of your dreams.

From the very beginning stages of planning to your send-off at the end of that wonderful day, we work with you to plan and design every detail. And that's one of the best parts - you don't have to go through this alone. Unlimited meetings, unlimited communication. There are no limits to what we can create together.

Imagine that this is your Wedding planning experience: You only need to say what you're looking for, and you're given a list of possibilities to choose from that perfectly fit your wedding style. If you need any suggestions or advice, they are only an email or phone call away.

All of your appointments are made for you, around your schedule. And a professional planner is by your side at each meeting to ask the questions you didn't even realize you needed to know, and to make sure that you're fully satisfied that you're getting what you want.

We will give you the tools to make sure you know what is going on.

The first is a Wedding worksheet that lists everything, with deadlines, that needs to get done from now until your Wedding Day. The second is a budget worksheet customized to your wedding, showing what you should be spending on each supplier and service. Both are regularly updated, and with a sigh of relief, you realize that this is everything you need to stay on track.

As we continue to work together, you're really starting to enjoy this! You ask for what you want, and in a short period of time, it's done. There's someone there to do all the worrying for you, and all of the work. How would that feel?

This means that you are free to focus only on what you want to - whether it's a Wedding DIY project you've been looking forward to completing, planning your honeymoon, or, really, just living the rest of your life without your Wedding taking over the rest of your life.

And on your Wedding Day, you do not have a to-do list. Your only job is to celebrate surrounded by the family and friends you love and who love you. Your coordinator will be on-hand to anticipate your every need and to make sure that everything is taken care of and flows seamlessly.

There are no problems, as far as you're concerned. Seriously, all you have to do is to be beautiful and enjoy the day with the love of your life at your side.

Package includes;

- Complimentary First consultation and budget analysis
- Follow up consultation to discuss quote and proposal
- Unlimited consultations by email and phone
- 8 scheduled meetings to discuss vendor and other important wedding information
- Create a personalized wedding budget and analysis
- Create and maintain wedding expense sheet
- Create a personalized task list and planning calendar for the bride
- Create a calendar for vendor payments
- Visit and assist in the selection of: (unlimited consults)

*Ceremony Location

*Reception Location

*Musicians

*Photography/Videography

*Caterer

*Bakery

*Florist

*Bridal Attire

*Tuxedos

*Invitations/Stationary

*Decorations

*Transportation

*Officiant/Celebrant

- Discuss and evaluate vendor contracts
- Supply up to 3 recommendations and quotes for each vendor
- Create itineraries and contact information for the vendors
- Manage RSVPs
- Schedule all appointments for the wedding party with hair and make-up artists
- Give follow up phone calls to each vendor 1 week prior to the wedding day
- Final consultation 1 week before wedding to finalize last minute details
- Reconfirm with vendors one day prior to the wedding
- Coordinate the delivery of rental items
- Wedding Day Direction



Keep It Something Stunning ~ 35 hours \$2,000

You've got all the pieces set, but you need someone else to pull them all together and ensure that everything runs flawlessly.

Imagine that this is your Wedding Day: You wake up in the morning, filled with joy and anticipation. This is going to be a wonderful, beautiful day, and you are going to be surrounded by everyone you care about and who cares about you.

And best of all, at the end of the day, you'll be married to the love of your life.

No to-do-list for you. As far as you're concerned, there are no problems. You know that everything is taken care of, and you and your family don't have to worry about a thing. Your phone rings, and it's your coordinator, asking if you need anything and confirming when she is going to arrive.

As you walk into your Wedding Ceremony, you see that everything has been done according to your specifications. You are calm, collected and ready to start the festivities and watch your Wedding unfold. Your smile at the beginning of the aisle is genuine and heartfelt, and is only exceeded by your smile at the end of the aisle!

During your reception, your heart leaps as you see all the plans you've worked so hard on come to fruition. You've seen your coordinator throughout the day, but she never bothers you, except to move you from Wedding point A to Wedding point B, and to make sure that you have everything that you need. All of your guests are well-taken care of, and having a great time.

And at the end of the night, you realize you were right this morning - it has been a wonderful, beautiful day. Is this what you want your wedding to look like?

Package includes;

- Complimentary First consultation and budget analysis
- Follow up consultation to discuss quote and proposal
- Unlimited emails and phone calls to answer any questions
- 6 scheduled meetings as needed for the couple
- Create and maintain wedding expense sheet
- Create a personalized task list and planning calendar for the bride
- Create a calendar for vendor payments
- Prepare a wedding day schedule for the bride
- Final consultation 1 week before wedding to finalize last minute details
- Give follow-up phone calls to the vendors 1 week prior to the wedding
- Wedding Day Direction

Keep It Something Special – 15 hours \$900

Have you already started planning your wedding, but now you're 'stuck'?

Are you afraid that you've forgotten some important details but you're not exactly sure what they are?

Do you need some help designing and pulling everything together before your Wedding?

Do you want someone there to manage your Wedding Day, so that you and your family can just enjoy it?

If you definitely want to plan most of your wedding, but you know you're going to need some guidance and assistance along the way, not to mention an on-site coordinator for your Wedding Day, then this package is designed for you.

K.I.S.S Weddings is your back-up, wherever and whenever you need our help.

We can create a custom wedding planning experience for you in a short period of time.

Package includes;

- Complimentary First consultation and budget analysis
- Unlimited emails and phone calls to answer any questions
- 4 scheduled meetings as needed for the couple
- Final consultation 1 week before wedding to finalize last minute details
- Prepare a wedding day schedule for the bride
- Give follow-up phone calls to the vendors 1 week prior to the wedding
- Wedding Day Direction



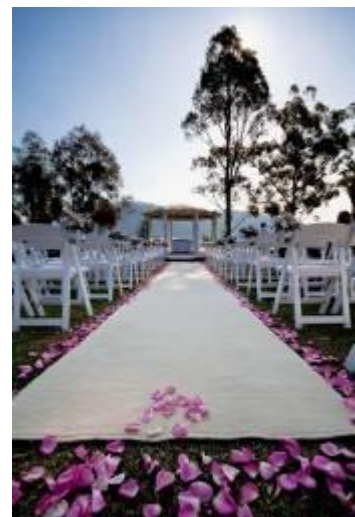
Keep It Something Simple ~ 5 hours \$330

- Complimentary First consultation and budget analysis
- Coordinate wedding day activities
- Prepare a wedding day schedule for the bride
- Final consultation before wedding to finalize last minute details
- Give follow-up phone calls to the vendors 1 week prior to the wedding



Keep It Something Surprising ~ A~La~Carte

Consultations by the hour	\$ 70.00
Personalized wedding budget and analysis	\$110.00
Wedding Day Direction only – 8 hrs	\$550.00
Additional Hours for Wedding Day	\$ 65.00
Travel time charged at half hourly rate	\$ 35.00



'On the Day'
Something Special Package
Special price of only \$700

The package includes:

- * 1 face to face meeting to ensure you have everything covered and to become familiar with how you see your day running.
- * Contacting your suppliers the week before your Wedding
- * Reconfirming your suppliers the day before your Wedding
- * 8 hours Wedding Day Co-ordination



K.I.S.S. PACKAGES ~ COMPARISON TABLE	ON THE DAY	SIMPLE	SPECIAL	STUNNING	SUPERB
Complimentary first consultation and budget analysis	✓	✓	✓	✓	✓
Follow up consultation to discuss quote and proposal	✗	✗	✓	✓	✓
Unlimited consultations by email, phone, IM, Skype	✓	✓	✓	✓	✓
Face to Face Meetings	1	✗	4	6	8
Create a personalized wedding budget and analysis	✗	✗	✗	✓	✓
Create and maintain wedding expense sheet	✗	✗	✗	✓	✓
Create a calendar for vendor payments	✗	✗	✗	✓	✓
Visit and/or assist in the selection of suppliers	✗	✗	✗	✗	✓
Supply up to 3 recommendations and quotes for each vendor	✗	✗	✗	✗	✓
Create itineraries and contact information for the vendors	✓	✓	✓	✓	✓
Create Wedding Day Schedule	✓	✓	✓	✓	✓
Manage RSVPs	✗	✗	✗	✗	✓
Follow ups to each vendor 2 weeks prior to the wedding day	✗	✓	✓	✓	✓
Final consultation 1 week before wedding	✗	✗	✓	✓	✓
Reconfirm with vendors one day prior to the wedding	✓	✓	✓	✓	✓
Coordinate the delivery of rental items	✓	✗	✓	✓	✓
Wedding Day Direction	8	✗	8	10	UNLIMITED
Emergency Kit Included	✓	✗	✓	✓	✓
PRICE	\$700	\$330	\$900	\$2,000	\$2,750 Min
Purchase extra hours	✓	✗	✓	✓	✓
Additional hours for Wedding Day	\$ 65.00	✗	\$ 65.00	\$ 65.00	\$ 65.00

Testimonials

'... you just made it happen!'

Hi Kim,

Thank you so much for all your help and advice leading up to our wedding and for all your help and support on the day!

*James and I had a fabulous day even though it was over in a flash.
Thanks to you everything ran on time and all those little things you don't want to have to think about you just made it happen!*

All your handy tips and advice was also appreciated!

*Our MC thought you did a great job helping him through the night as well.
We totally recommend your service to others that are getting married ...*

Thanks again, chat soon, Heidi xx

Heidi and James
March 2012

'...it became clear we needed help!'

*A big thank you to Kim for assisting us with our day.
After not thinking we required a coordinator, 6 weeks out from the wedding it became clear we needed help!
Kim's assistance on the day in particular was fantastic, and took all the stress out of the day.
I'll be recommending Kim and K.I.S.S Weddings to future brides!
A big thank you for your help on the day.
Brett and I had a great day, which was stress free!*

Liz and Brett
December 2011

'Thanks for taking the stress away...'

Hi Kim,

Thanks for taking the stress away on Sunday!

I was so relaxed cos I knew you were there..would've been a total mess otherwise!

Hope you had a great time.. Thanks again xoxo

Duloshi and Arpit
November 2011

'...you made things a lot easier'

'...thank you for all your help. It was such a relief to know that someone else was there to coordinate all the bits and pieces on the day.

It definitely meant that we could completely relax and totally enjoy the day.

It also meant the world to me to know that my Mum and Matt's Mum didn't need to do anything so they could also get the most out of the day.'

Milly and Matt
August 2011

'...We value your personal service'

Dear Kim,

When we started organising our Wedding, we thought a month would be a tough task, but not an impossible one to achieve.

One week in and that dreaded, sinking feeling was not only creeping in but taking over, we needed help.

After an extensive search it felt like every site was really good at selling themselves but gave no indication to how they charge, then we came upon K.I.S.S Weddings.

We loved your approach to quoting the packages, it was so transparent and we felt at ease contacting you.

What we didn't expect was when you came out and saw us the very next night!

We value your personal service and for us that sealed the deal.

Over the next two weeks our dread turned into excitement and quiet anticipation. We were actually starting to enjoy the process of the whole journey.

You gave us all the options and all we had to do was choose what we wanted for our special day.

A true angel on our shoulder.

We could not have hoped for a better day, you made sure everything was taken care of which allowed us to relax and enjoy the day.

We can't thank you enough!

For anyone considering using Kim, please checkout our photos!

Once again, couldn't have done it without you and it was a pleasure and honour to have worked with you.

Love Always
Alan and Mira
June 2011

'...It was an absolute dream having you work with us'

'Wedding planner???

I don't need one was my first thought but how naive I was!!!

Where would I have been without you, and now I even miss you.

From day dot you were fantastic touching base every single day not even letting the fact we were in two states even seem to matter.

Even calling and wishing me heartfelt good luck and well wishes on the big day which made my day knowing you were there every single step of the way.

Leaving me with a sense of calm knowing our special day would flow perfectly.

I couldn't have managed to make the day pull together to the final tee without you and can't thank you enough.

It was an absolute dream having you work with us with our crazy Facebook wedding we don't know how we could have survived without you. Xoxo'

**Monique and Philippe
June 2011**

'...it would never have been possible without you.'

'Dear Kim,

We owe you a debt of gratitude for all you have done to make our big day absolutely beautiful, it would never have been possible without you.

We panicked at times when we started preparing our wedding. It was your very professional service and attention to detail that made the whole preparation smooth and organized.

Thank you for looking after all the details for us and keeping everything on track, and making sure everything was completed on time. We were also very impressed with your super fast turnaround in contact whenever we needed your guidance.

It was comforting to have you there with us during our wedding day. The minute I saw you there I felt at ease and we both enjoyed our day very delightfully.

Also, thank you for doing Ren a big favour in helping him with his groom speech, it was brilliant. It was the highlight of our day and very much a lovely memory for me for the rest of my life.

We will feel definitely comfortable to recommend you to our friends.'

**Eva & Ren
April 2011**

'Your amazing attention to detail made sure our day went seamlessly...'

'Dear Kim,

*Thank you very much for all your meticulous planning of our wedding,
we could never have done it without you!*

*You understood perfectly the style and feel that we wanted for our day and
made it happen with what looked like consummate ease.*

*Your amazing attention to detail made sure our day went seamlessly and hence
extremely enjoyable for Greg and myself, as well as our guests.*

*We found you to be a pleasure to deal with as well as being an extremely competent and
professional wedding planner.*

We would feel very comfortable in recommending you to any of our friends.

Thanks once again Kim for making our day an absolutely amazing one!

**Susan and Greg
April 2010**

'All I have done is look in wonder at all she has done...'

*'It is with great delight that I am able to share with you a little about my dealings with
K.I.S.S Weddings in particular with Kim.*

*My wedding is now 22 days away, all has been smooth sailing as all has been taken care
of for me by the above said angel.*

*The need for a planner for your big day is an important decision;
be ready to have someone take care of all your needs for the day and the lead up to it.*

*Angel came to me with a beautiful bag of wonderful surprises comprising of the
best suppliers for all things from music to flowers, invitations and even to the
weekend text message to ask how the kids soccer game was!*

*If you think this is enough wait until you sit in a meeting with suppliers with 'angel' who
is in control of all that needs taking care of.*

*All I have done is look in wonder at all she has done and think if there is no other reason
there is a God but to provide angels then He has outdone himself with this angel.*

*My day will be perfect because my angel will be there on the day with me...
how awesome is that! I hope this suits as a recommendation...
So blessed Maria xxxx'*

**Maria & Tod
September 2010**

'I told her the story of what I wanted and she painted the picture to perfection...'

'The Perfect Day. The day I married my best friend.

My angel governed the whole day and the only thing she could not do was taken care of by God with the weather being absolutely perfect.

Everything went amazingly well and all I had to do was enjoy a Swedish massage, that my angel organised, and get dressed and ready for the moment of my life.

I walked down the aisle to my future serenaded by heavenly music on a path of flowers to the love of my life and my four precious sons.

The day went so quickly however the memories of the day will last forever, my angel made it happen, I told her the story of what I wanted and she painted the picture to perfection.

She has been one of the best investments of my life.

Will awesomely recommend her to anyone that wants the 'perfect wedding'. She is real, it is all true, just call her and find out yourself.'

**Mrs Maria Sarina
September 2010**

'...you made our day so wonderful!'

'I thought that I was an organised bride, until a few months before the big day and I realised just how much still needed to be done. I contacted K.I.S.S Weddings and felt at ease instantly.

Kim was pleasant, organised and extremely proactive in the lead up to the big day and was an absolute saint on my wedding day.

I was able to enjoy the whole day of the wedding knowing that Kim was in the background sorting out any issues that arose and that I was not burdening my family with any issues.

I would recommend K.I.S.S Weddings to anyone getting married, it really does give you peace of mind and the ability to relax and enjoy your day which is so important as it does go by so quickly.

Thank you so much Kim, you made our day so wonderful!'

**Kylie & Chris
October 2010**

Contact Details

K.I.S.S Weddings

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