



Let's be honest, asking your friends & family to set up and manage the most important event in your life is totally awkward, they want to enjoy the day as much as you.

With a combined 30 years in the event world my team of expert event managers will take charge and ensure all of your meticulous planning and style ideas are executed perfectly so you can concentrate on enjoying the best day of your life with the ones you love.

We know that wedding visions and budgets are as diverse as the couples themselves. We are happy to customise a package that works best for you, from event management to full planning and design. If you don't see something that fits your specific wedding needs, just let us know.

# OPTION 1. ON THE DAY CO-ORDINATOR

This package is perfect for couples who have a wedding being held on a private property, you have the planning process sorted and simply need an expert to make sure everything run smoothly on the day.

We will meet up in the weeks prior to your wedding to discuss the timeline of events, who your vendors are, what the styling needs to look like and if required put the finishing touches on your venue set up so that you and your family can enjoy your special day without worrying about the event logistics.

Included in this package:—

- One initial meeting to discuss your vision and gather all the necessary details to execute your schedule of events.
- Run sheet review to ensure the proposed timeline of events will work based on our expert knowledge.
- Supplier follow up in the 2 weeks prior to confirm all relevant details
- Final meeting to visit the venue (if possible) and discuss the layout and setup of the ceremony + reception area.
- We will be the main contact person for your wedding party, guests, and vendors.
- Ensure vendors arrive promptly and ceremony + reception areas are executed correctly.
- Oversee and assist with the the overall layout and styling of rentals, furniture, linens, table design etc.
- Confirm proper placement and styling of wedding decor such as seating chart, table numbers, florals, candles, signage, etc.
- Ensure stock levels of alcohol and food are sufficient



# OPTION 2.

## PARTIAL PLANNING & ON THE DAY CO-ORDINATION

Our most popular package, a perfect fit for the couple that has secured their perfect venue but would love to hand the reins over to an expert to help make the next key decisions.

From choosing your final vendors, styling ideas and everything in between. We will be the ones guiding you along the process, making sure the best decisions are being made for your specific wedding needs and overall vision.

Included in this package:

- All of the above PLUS
- Final vendor recommendations.
- Consistent communication throughout the planning process.
- Manage all rental orders to ensure correct quantities and equipment are ordered for design + event layout.
- Oversee the hiring of staff to confirm adequate coverage for entirety of event.
- Run sheet completion for vendors and bridal party
- Floor plan completion to ensure the set up maximises the space and flows for both vendors and guests
- Bump in vendors and oversee the entire set up process
- On the day coordination for up to 12hr



# OPTION 3.

## FULL PLANNING

We reserve our most elite package for 6 couples per calendar year - that's how much time and effort we will dedicate to you!

We are in this from the beginning and honestly, we prefer it that way.

You might have your eye on a venue or two or three and we are here to help you make that decision and all the other ones that surely will be coming your way. We will be in the ones in driver seat along with a stellar full-service wedding team, dedicated to creating and executing a joyous and unique experience for you and your guest.

Included in this package:

- All of the above PLUS
- Budget allocation assistance + development.
- Venue scouting, selection and booking.
- Assistance in sourcing and booking all vendors, contract reviews + communication throughout out the planning process.
- Sourcing all decor, installations, signage, and all key design elements.
- Guest management and logistics.
- Serve as a liaison between vendors and couple, throughout the entire process.
- Two of our most experienced on the day coordinators for 12hr dedicated to the couple, wedding party, guests, and vendors.

Note for all packages:

\* Travel 15km outside Geelong CBD will incur a travel fee for all packages

\* Additional hours/planning meetings may be required - subject to guest numbers and hours required on the day and can be discussed further if required.



# MEET THE TEAM

## *Lou Hammer - Executive Director*

Lou Hammer, the founder and director of One Day P.A., is an expert in the art of getting sh\*t done. Lou has grown One Day P.A. to become one of Geelong's leading lifestyle management companies. With over 15 years in the event industry Lou has managed large scale events for corporate clients such as, ANZ, The Australian Open, The Geelong Cup and Geelong City Council through to intimate cocktail parties and everything in between.



## *Maddy Squires - Senior Planner*

Maddy is a self described Monica Geller type, she's a perfectionist with a penchant for true crime podcasts. An energiser bunny who never seems to run out of gas, Maddy makes one heck of a list and will definitely check it twice. Having managed many private parties she loves a challenge and won't settle for second best.



## *Jackie Bull - Senior Planner*

As her last name suggests, Jackie is like a bull at a gate when it comes to organising your event. She's fast, efficient, with an eye for detail. With a background in Executive Support for global retail giant Cotton On, Jackie particularly loves working with our business client's and managing the end to end delivery of corporate events.



# CONTACT US



[Click here](#) to find out how we  
can make your wedding dreams  
a reality