

Tiffany's WEDDINGS



PLANNING GUIDE

Congratulations on booking your wedding with Tiffany's Maleny!

The following guide will help you consider what your next steps are after confirming your venue. This guide is based on booking your wedding at least 12 months in advance. This is a very general guide and can still assist you as a great starting point, no matter how far out you are from your special day.

PLANNING GUIDE

10 MONTHS PRIOR

SAVE THE DATE

At this time, it would be a very good idea to send out your “Save the Date” to your intended guests and refer them to the Tiffany’s Maleny website’s Accommodation tab, to enable them to commence organising things so that they can be with you on your special day, especially if travel is involved:

[VIEW OUR RECOMMENDED ACCOMMODATION](#)

SUPPLIERS

Please also refer to our Suppliers tab for assistance with local wedding suppliers:

[VIEW OUR RECOMMENDED SUPPLIERS](#)

Depending on your personal requirements, the following vendors should be engaged for your day sooner, rather than later: celebrant/minister, photographer, cake maker, hair stylist and make-up artist. Our Suppliers tab will give you more inspiration for other providers you may wish to include, to make your day truly unique.

9 MONTHS PRIOR

APPOINTMENTS

Once you have chosen your colour theme for your flowers and wedding styling, please contact Tiffany’s Maleny to book in for your Coordination & Floral Consultations (Running Sheets). Below we outline what each appointment will entail. We run these appointments back-to-back to give you an opportunity to go over all the information we will require from you.

We will provide you access to the My Tiffany’s portal once you have made your appointment times with us.

Our interactive portal, will give you the ability to start working on your wedding information, updating things, until you are ready to finalise your documents. You can mark these as finalised once you have completed everything and uploaded any required documentation, no later than 6 weeks prior to your day.



Tiffany’s Portal can be accessed here once login information has been provided to you:

[VISIT MY TIFFANY’S PORTAL](#)

9 MONTHS PRIOR (*continued*)

COORDINATION CONSULTATION

Your first appointment will be with a wedding coordinator, who will discuss things such as meal selections, beverages, and table layouts. But most importantly, we will go over how your day will run with the timing of the ceremony, leading into canape time and then your reception. We focus on the details, like the best time for photos, meal service, speeches and first dance, etc. This information will ensure your wedding runs smoothly on the day.

Should you wish to upgrade your Collection, it will need to be advised prior to your running sheet physical appointment with us, so we can ensure your portal is set-up with the correct information.

FLOWER CONSULTATION

At these consultation appointments, we can answer a lot of your questions regarding your special day at Tiffany's. Here, a Senior Floral Designer will assist you with all your flower inspiration needs, the overall look within the reception room, the ceremony location flowers, table centrepieces and other styling and décor needs. We are proud to have our in-house floral design team, Tiffany's Flowers, conveniently located right here at Tiffany's Maleny.

Please ensure you bring along any images of colours and bouquets you love to assist our floral design team with inspiration to help create your floral design concept.



9 MONTHS PRIOR (continued)

BUSSES & TRANSPORT

There are several ways to transport your guests to and from Tiffany's Maleny on your wedding day. There is only one Taxi in Maleny, so it is a great idea to let your guests know about the local wedding guest transfer options.

These options include transportation via Stay Safe Transfers, a bus company that is local and can collect and drop off your guests, door-to-door from their accommodation. As Tiffany's has limited parking available, should your guest numbers be greater than 70, any additional guests must be transported via a bus service such as Stay Safe Transfers.

Their information can be found on our Suppliers tab, under Bus Transfers:

[VIEW BUS TRANSFER SERVICES](#)

STATIONERY

Should you wish to have your menus and beverage selection details printed professionally, feel free to check your selections with us first, before printing, to ensure they are up to date. We have compiled a list of local companies on our website whom we are delighted to recommend under the Suppliers tab, then Stationery. Your running sheet consultations should be completed prior to having any stationery printed, to ensure all information necessary on invitations is included.

[VIEW STATIONERY SUPPLIERS](#)

STYLING

Tiffany's offers a wide variety of styling items free of charge, as well as beautiful options available to hire. Please refer to the Shoppe Catalogue for what is included in your collection, along with upgrade options.

[VIEW OUR TIFFANY'S MALENY SHOPPE CATALOGUE](#)

6 MONTHS PRIOR

OVERSEAS INVITATIONS

All overseas invitations should be posted out around 6 months prior. Please ensure you include on the invitations: special dietary requirements to be advised with their RSVP, all bus details and accommodation information, as well as any other information relevant to your Collection. All final numbers are due back to us at 6 weeks prior, so we recommend setting your RSVP date to two months prior to allow time to collate this information and have your final information ready when your running sheets need finalising.

PROGRESS PAYMENT DUE

Many couples will have a progress payment due at this point in time. Please refer to your Wedding Confirmation Contract to ensure all payments that are due have been paid. An invoice will be issued to you, whenever a progress payment is due.

4 MONTHS PRIOR

AUSTRALIAN INVITATIONS

All Australian invitations should be posted out at this stage. Please ensure you include on the invitations: special dietary requirements to be advised with their RSVP, all bus details and accommodation information, as well as any other information relevant to your Collection. We recommend setting your RSVP date to two months prior to allow time to collate your information in your portal and finalise it on time (6 weeks prior).

2 MONTHS PRIOR

This is when things really start happening... quickly! All your wedding RSVPs should be received back by now (if not, now is the time to follow up with any outstanding guests). Be sure to include your final seating plan and meal selections spreadsheet (if applicable) with full guest names and numbered tables to assist us in setting up your room. It is important that your portal documents are completed and marked "finalised", no later than 6 weeks prior to your day. Once this is done, we know we have all the required information to start working on your special day.

PROGRESS PAYMENT DUE

Your minimum agreed balance invoice will be due at 2 months prior. Our accounts team will be sure to send you a reminder with the invoice for you. Your final invoice will be issued around 30 days prior, upon review of your completed portal documents.

12 MONTH SNAPSHOT

12 MONTHS PRIOR	11 MONTHS PRIOR	10 MONTHS PRIOR
Announce engagement	Develop guest list	Send off Save the Date requests to guests
Set the date & plan your budget	Select & confirm bridal party	Research intended suppliers (photographer, music, cake maker, transport, etc)
Book your Tiffany's wedding	Select & confirm celebrant/minister (they should also fully explain any legal requirements & name change information at this point)	
Arrange time off work		
Commence wedding dress selection (if applicable)		
9 MONTHS PRIOR	8 MONTHS PRIOR	7 MONTHS PRIOR
Progress payment due (if applicable)	Select & confirm suppliers	Review overall budget
Decide upon colour scheme	Select stationery for invitations	Confirm all bridal party attire
Register for gifts		Finalise your guest list
Commence bridal party attire selections		
Book Portal appointment with Coordinator & Floral Designer		
6 MONTHS PRIOR	5 MONTHS PRIOR	4 MONTHS PRIOR
Progress payment due (if applicable)	Choose wedding favours	Send Australian invitations
Send overseas invitations	Select wedding rings	Check if any additional accommodation is required
Organise your honeymoon	Organise décor & styling	Book hair & make-up artists
Commence parents of the couple attire selections	Select bridal party suits (if applicable)	Organise gifts for bridal party
	Host your Bridal Shower (consider a Tiffany's High Tea or Flower Crown Workshop)	Select someone to arrange your Pre-Wedding Festivities
		Progress payment due
3 MONTHS PRIOR	2 MONTHS PRIOR	6 WEEKS PRIOR
Write wedding vows	Check RSVPs are all returned (follow up any, if needed)	"Finalise" your portal documents
Plan seating arrangements	Speeches prepared	Note your rehearsal time and arrange others to be present
Choose MC	Start finalising your Tiffany's Portal information	Confirm all suppliers & collect wedding rings
Organise wedding dress fitting (if applicable)	Minimum Agreed Spend Invoice Due	RELAX! We've got the rest!



A NOTE FROM THE TIFFANY'S TEAM

At Tiffany's our greatest wish is to host your special day in such a way that the only thing you need to do at your wedding is have a great time!

The opportunity to host your wedding day is an absolute privilege. For you to entrust us with such a monumental occasion, is a responsibility we do not take lightly. We recognise that a great deal of time, effort and expense has been incurred by you and your family and friends in preparing for this once-in-a-lifetime experience. It is with this in mind that we ask that your portal information be completed in as much detail as possible and returned to us no later than 6 weeks prior to your wedding date.

This information is required so that we can ensure your chosen menu selections and beverages can be ordered on time, any special dietary requirements can be fulfilled, all table linen and accompanying decorations are available, adequate staffing can be rostered and briefed according to your unique day. This also allows us adequate time to address any concerns or unforeseen issues, well in advance of your day.

CEREMONY COMMENCEMENT TIMES

Discussions around your ceremony start time may have already begun. You would have noticed when you booked with Tiffany's Maleny, that on your contract you selected a start time. This is the time we base your hosting time from. In other words, if you chose a 3pm start time on an 8-hour Collection, your ceremony will commence at 3pm and hosting will conclude at 11pm. We will host your guests as they arrive from 40 minutes prior to this, and your included hosted time (whether it be 2, 3, 6 or 8 hours) will run from your ceremony start time.

We offer 10am and 10:30am start times for our Mini Ceremonies and morning Ceremony Only weddings. With 2:30pm (Winter) and 3pm (Spring, Autumn, and Summer) weddings available to our other Collections. Due to noise restrictions and respect to our neighbours, Tiffany's is required to close no later than 11pm. Please note that the demographic of your guests (the mix of older and younger guests, those with children and those without) will influence how many of your guests will want to stay later into the evening to celebrate with you.

ORDER OF THE DAY & SUPPLIERS

Upon booking, we will provide you with a detailed Order of the Day, which will outline an example of the day's proceedings based off your ceremony time and hosting length. As seasoned, industry professionals, having hosted hundreds of weddings, we have found these timelines work exceptionally well with light for photographs in the area (during this time of year), seasonal comfort for your guests, as well as time needed to prepare for your meals alongside speeches. It is important that you discuss this with your photographer and other vendors, so they are aware of your confirmed Order of the Day.



MASTER OF CEREMONIES (MC)

MAKING THE RIGHT CHOICE

This person has an extremely important, often understated, role to perform at your wedding. Your MC is responsible for assisting on your day and ensuring that the event stays on schedule. They will be working alongside our Maître D throughout the duration of the evening.

They will ensure that any service providers are ushered to where they need to be at the appropriate times. Similarly, the MC is Tiffany's go-to contact person should we need to advise of a change to the event.

We believe it is important to choose someone who is confident, professional, and typically a little "extroverted", who enjoys the excitement of being involved with public speaking. MC selection is often overlooked until the last minute, but we would encourage you to begin thinking about your desired MC and making your selection no less than 3 months from your special day. That way they feel they have enough time to be across all they might need to prepare. Be sure to keep them informed along the way of your plans, and check that they have been preparing on their end as well.

HIRING A PROFESSIONAL MC

Many couples today choose to hire a professional MC (often many DJ's can also provide this service). This alleviates the stress involved on your end and take the responsibility off your guests. If you choose wisely, you and your family and friends can relax and enjoy the celebrations a little more.

On the day, our Maître D will reach out to your MC and provide them with our finalised Order of the Day and house rules for them to read over and relay to your guests during the announcements. We will work closely with them on the day to ensure the smoothest possible operation of your festivities.



WEDDING COORDINATORS VS. WEDDING PLANNERS

There is a difference. A simple explanation is that a Wedding Planner is a dedicated person that will plan and organise every aspect of your wedding, from your engagement through until your wedding day. A Wedding Planner will also do all the “running around” for you, communicate with vendors on your behalf.

Although you can engage them for various levels of service, you can expect to pay a Wedding Planner upwards of \$3,000, or between 10-20% of the total cost of your wedding, for their expertise.

A Wedding Coordinator is someone who does not necessarily get overly involved with the external supplier planning of your day. However, they can offer wisdom based upon their wealth of experience, but generally they will leave the booking and liaising with vendors, contract signing and decisions to the couple. A Wedding Coordinator tends to become more involved approximately 6-8 weeks prior to your actual day. In doing this, they assist you with “ironing out” the final details in preparation for a smooth and hassle-free day.

They would also be present on the day of your wedding to ensure everything goes to plan.

TIFFANY’S WEDDING COORDINATORS

Here at Tiffany’s, we certainly fit more into the role of Wedding Coordinators, as opposed to Wedding Planners. The benefit to you, is that we include these services within your Collection pricing – without extra charge to you. We are also with you every step of the way through the planning process offering assistance whenever needed. We draw our expertise from coordinating over 150 weddings every year.

MUSIC

The decision in choosing the right music for your day, can be influenced by a number of factors ranging from personal taste, through to your available budget. When selecting which type of entertainment, please remember to consider the follow...

BANDS & DJS

Tiffany's dining room has limited space. It is best suited to small acoustic type bands and DJs. Larger bands will decrease your available dance floor space. As we are in a residential area, the noise limits of the venue (which are dictated by the Office of Liquor & Gaming Regulations QLD) may not facilitate the maximum enjoyment that a larger band would desire.

If choosing live entertainment or a DJ, it is suggested that you spend some quality time with them prior to your day to select the right playlist. Remain mindful that in all likelihood your guest list will span across 3 different generations. For maximum enjoyment, you should select music that covers a broad generation span.

YOUR OWN DEVICE

It's becoming more and more popular for couples to choose to do their own music for their weddings. This is, to compile playlists on a iPhone or device. This works fine, however, be mindful that mobile reception has minimum bandwidth in our area. Tiffany's Maleny advises to pre-download your playlist prior to your day, as opposed to streaming it directly from apps such as Spotify on the day.

Please also ensure if you choose this option, that you have a designated music person who is in charge of the playlist and it's operation. You may want to have particular songs for your processional for your ceremony, your first dance at reception. Having someone be involved and familiar with the set-up and choices will assist in your day running smoothly and creating the right atmosphere for every moment of your special day with us.

BEVERAGES & RESPONSIBLE SERVICE OF ALCOHOL

YOUR OPTIONS

Tiffany's offers a variety of beverage packages to suit every couple's individual needs, dependent on their chosen Collection's beverage inclusions.

- A fully inclusive beverage package, where you and your guests are provided with beverages for the entire function, or a portion of the function
- A bar tab, where you choose the amount of beverages that you wish to pay for
- A cash bar, where your guests pay for their own beverages
- A combination of the above options

BEVERAGE ETIQUETTE

If you have an included beverage package or bar tab provision in your Collection that will only cover part of your celebration, you may be interested to know what your guests' expectations are in regard to beverages. Guests generally expect not to pay for beverages for at least the first part of your function (during canape time and covering the dinner portion of the evening). After that, it is quite reasonable that they would expect to pay for any further beverages. Do not feel obligated to provide spirit alcohol as part of your bar tab. These are often much more expensive than wine or beer. Your guests will not expect these to be included and are generally more than happy to purchase these themselves on the day.

RESPONSIBLE SERVICE OF ALCOHOL

Please be comforted to know that Tiffany's staff are trained in Responsible Service of Alcohol. At your wedding our staff will remain vigilant to your guests' consumption of alcohol. Please be assured that we will not hesitate to refuse service of alcohol to any guest who displays signs of becoming unduly intoxicated, disorderly or places the safety of other guests in jeopardy. Our staff may ask for photo identification for any guests that look under 25 years old. Please ensure you advise your guests to bring along sufficient identification as per Queensland Liquor licencing requirements.

WHEN THE DAY IS DONE

After a beautiful day of joyous celebrations, the farthest thing from your mind will be the thought of who is going to collect items from Tiffany's (your décor items, flowers, cake, wishing well contents, etc).

More than likely, there will be another happy couple preparing to celebrate their wedding at Tiffany's the following day. It would be greatly appreciated if you could organise for someone in your party to collect items at the conclusion of your function. We will discuss this more with you at your Running Sheet Appointment. Your guests are welcome to leave their cars in the Tiffany's carpark overnight, however, the carpark gates will be locked at night. They will reopen at 9am the following day (with the exceptions of Sunday weddings). We do ask that these cars are removed no later than 10am the following day.

Please take time to familiarise yourselves with the Tiffany's Maleny website, in particular our Suppliers tab (under Weddings in the drop-down menu). You will find a broad range of highly regarded local suppliers who are professional and very familiar with the Tiffany's venue.

CONGRATULATIONS... YOU MADE IT!

When all is said and done, and you have returned from your honeymoon and settled into life as a married couple, we would love to receive a little Google review that would give a glimpse into your experience on your day, for prospective couples considering Tiffany's.

This will assist other future couples to know that we do, in fact, deliver what we promise. A perfect day!

PLEASE LEAVE YOUR [GOOGLE REVIEW HERE](#)
OR YOUR [EASY WEDDINGS REVIEW HERE](#)

Warmest wishes, from the entire team at Tiffany's Maleny

