



TIFFANY'S MALENY

planning guide

Congratulations on booking your wedding at Tiffany's Maleny!

This 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, however, 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 💕





12 month snapshot

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



10 months prior

save the date

At this time, it would be a great idea to send out your "Save the Date" to your intended guests and refer them to our recommended Accommodation on the Tiffany's Maleny website, 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 recommended suppliers in our Love List 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 during your appointment. 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.

COORDINATION CONSULTATION

Your first appointment will be with a wedding coordinator, who will discuss things such as your order of the day, meal selections, beverages, and table layouts. This information will ensure your wedding runs smoothly on the day.

Should you wish to upgrade your wedding package, 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

Following your appointment with a coordinator, you will then meet with a floral designer who will assist you with all your flower and styling needs, from ceremony flowers, to 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 inspiration you love to assist our floral design team in creating your dream floral designs for your special day.



9 months prior - continued

buses & 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. This is a council requirement.

Their information can be found on our A-List Vendors document, under Transport:

[VIEW BUS TRANSFER SERVICES](#)

wedding 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 A-List Vendors documents, then Styling. 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

invitations

All Australian and 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.

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 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. Please send us an email to confirm that you have finalised your portal documents, and attach your completed guest list (in Excel format), bar tab form (if applicable), security bond form, and social media accounts form (if applicable).



a note from Tiffany's Maleny

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, your family, and your 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, and 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.



order of the day

ceremony commencement time

Included in your hosting time is 30-minutes of guest arrival. Please refer to your Wedding Confirmation Contract to see your hosting time and ceremony start time.

suppliers and your order of the day

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 and accommodate for the best lighting for photographs, seasonal comfort for your guests, as well as time needed to prepare for your meals alongside speeches and formalities. 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 a very important 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. 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. 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. We encourage you to begin thinking about your desired MC and making your selection no less than 3 months from your special day.

hiring a professional MC

Many couples 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.





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.

A Wedding Coordinator is someone who does not necessarily get overly involved with the external supplier planning of your day. 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.

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 our 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.





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 and djs

Tiffany's reception space 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.



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. We ask that you please organise for someone in your party to collect items at the conclusion of your function, or by 10am the following morning. If your wedding is held on a Sunday, all items will need to be taken home at the conclusion of your celebration, as Tiffany's is closed on Monday and Tuesday.

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.

congratulations – you've 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 ❤️

