

AMANDA MORGAN CELEBRANT

BOOKING AGREEMENT & EXPECTATIONS

What's included in your ceremony, and what I'll need from you along the way.

SECTION ONE

WHAT'S INCLUDED

My professional services as your Authorised Marriage Celebrant, or as Master of Ceremonies at your event, cover the following as standard.

MEETINGS

- **Two face-to-face meetings.**
 - An initial meeting to sign your Notice of Intended Marriage (NOIM) and get to know one another.
 - A ceremony rehearsal closer to the day, with or without your wedding party, so everyone is confident and prepared.
- Additional meetings arranged whenever they're needed.
- **Unlimited contact** with me by phone and email throughout, so we can build a ceremony that is genuinely yours.

YOUR CEREMONY

- A ceremony written for you, with the order of service and all inclusive elements signed off by you before they're used.
- Full management and facilitation of the legal process for marriage, as required by law.
- A hard copy Marriage Certificate provided to you on the day of your marriage.

ON THE DAY

- **Amplification and PA equipment**, tested and tagged in accordance with Occupational Health & Safety requirements, for your use on the day.
- I will arrive, set up and complete a sound check **no later than 30 minutes** before your guests arrive at the venue.
- Where I am engaged as your Master of Ceremonies, a guest meal is to be provided by you as part of that engagement.

PROFESSIONAL STANDARDS

I uphold the Commonwealth *Code of Practice for Marriage Celebrants* in every part of my work as your Authorised Marriage Celebrant. A copy is provided separately for your reference.

SECTION TWO

WHAT I NEED FROM YOU

Your information and our communication are confidential, private, and protected under Australian privacy law.

It is your responsibility to provide me with all required information, accurately and within the timeframes set by law, so that your marriage can be legally solemnised by me as an Authorised Marriage Celebrant working within the Code of Practice.

DOCUMENTS REQUIRED

- **Notice of Intended Marriage (NOIM)** — completed and signed within the agreed timeframe.
- **Proof of date and place of birth**, and current photo identification, within the agreed timeframe.
- **If applicable** — additional documentation, such as proof of termination of a previous marriage, within the agreed timeframe.

THE ONE DATE THAT ISN'T YOUR WEDDING DATE

Your Notice of Intended Marriage must be lodged with me at least **one calendar month** — and no more than eighteen months — before your ceremony. This is a legal requirement and it cannot be waived except in limited circumstances. If your date falls inside that window, please call me straight away and we'll work out what's possible.

PRIVACY AND RECORD KEEPING

- All personal documents are returned to you within a reasonable time before your ceremony, unless a document must be retained for the ceremony itself.
- Records are held securely and treated as confidential at all times.
- All relevant documents are lodged with the registering authority within 14 days of your ceremony, as required by section 50 of the *Marriage Act 1961*.

FEEDBACK AND CONCERNS

I welcome your comments on the service I've provided and use them to keep improving. If you ever have a concern about my services that we can't resolve together, you are entitled to raise it with the Commonwealth Attorney-General's Department, which oversees the registration of marriage celebrants.

ANYTHING UNCLEAR?

Please just ask — nothing here is meant to be a hurdle. Call me any time on **0419 511 580**.