WEDDING PLANNING GUIDE

WITCHMOUNT



Welcome to

WITCHMOUNT ESTATE

We are absolutely thrilled you have chosen Witchmount Estate for your wedding and we look forward to bringing your wedding vision to life. We are committed to providing exceptional hospitality and creating a warm and inviting atmosphere for you and your guests.

Now that your date is secured and your event space is locked in, it's time to start planning the other details of your day. This planning guide will act as a source of inspiration and guidance through the lead up to your booking.

Our events specialists are here to assist you throughout the planning journey to help you organise and style your day. Please do not hesitate to get in touch with us at any time.

LET'S DO *this*



Before getting into the fun stuff, let's go over some of the most frequently-asked questions when it comes to planning a wedding.

FAQ



IS SIGNAGE REQUIRED / INCLUDED?

Signage adds a touch of elegance but isn't required. We recommend speaking to stationary designers such as Ivory and Noir to order a seating chart, welcome sign, wishing well sign and place-cards. These are additional costs through this company. Please note we provide one standard menu per table.

DO WE NEED TO SELECT VENDORS FROM YOUR RECOMMENDED EVENT PARTNERS LIST?

You may choose any vendors you feel most comfortable with for your wedding. Our vendors come highly recommended and have worked with us extensively so it is a good idea to start with our list when selecting vendors.



ARE FLORALS INCLUDED IN OUR BOOKING?

Flowers are not included as part of our wedding packages however you may like to hire greenery or synthetic florals that we offer. Otherwise we suggest engaging a florist to decorate your wedding at your discretion.

ARE EVENT TIMINGS FLEXIBLE?

Our suggested timings are a guide. Depending on availability we may be able to re-work timings. Please note the length of a booking is set and end times are not flexible on the day.

ITS ALL IN THE *Details*

FAQ



WHEN DOES THE BEVERAGE PACKAGE COMMENCE?

Your beverage package starts when your reception booking time commences. Typically this is 6pm for most reception bookings. Often our couples offer a bar tab or cash bar between the end of their ceremony time and the start of their included reception time.

WHEN SHOULD WE SET RSVP'S FOR?

We recommend at least 28 days prior to the wedding to allow for chasing guests as we require these numbers no later than 21 days prior.



DOES WITCHMOUNT SUPPLY HIGHCHAIRS?

Yes. Please let us know how many children will require a high chair or booster seat so we can organise their seat for you. (subject to availability)

WHAT TIME CAN MY VENDORS BUMP IN?

Your vendors are welcome to begin bumping in from 10am on the day of your wedding. We'll be in touch with all vendors during the week of the wedding to confirm their requirements and arrival times.

WHAT TIME DO MY VENDORS NEED TO BUMP OUT?

All vendors are required to complete their bump out at the conclusion of your wedding. Next-day bump out is only permitted with prior approval from the Witchmount team.

LET'S DO *this*

FAQ



IS THE VENUE WHEELCHAIR ACCESSIBLE?

Our venue is fully wheelchair accessible, including all ceremony locations as well as the Barrel Room and Harvest Room.

ARE REAL / LIVE FLAME CANDLES ALLOWED ON-SITE?

Real (live flame) candles are permitted; however, we kindly ask that they are placed in holders taller than the flame to prevent injuries and avoid wax spills on tables and flooring. Additional charges will apply for any spills or damage incurred. Please note for safety we do not allow synthetic florals with real flame candles.



DO WE NEED TO DO ALLOCATED SEATING?

Yes, allocated seating is required for your reception to ensure a smooth and organised dining experience. It helps our team efficiently manage meal service and ensures all guests are comfortably accommodated.

CAN WE HAVE SPECIAL EFFECTS?

Special effects are welcome at your reception; however, please consult with our events team for approval before confirming any vendors. This is to ensure the safety of both your guests and our staff.

CAN WE HAVE CONFETTI FOR THE CEREMONY?

Rice and confetti, including biodegradable confetti, are not permitted on the property. However, we recommend using real flower petals or bubbles as beautiful and celebratory alternatives.

LET'S DO *this*

PLANNING PROCESS

JUST BOOKED

After booking your event, we encourage you to get in touch with our events team to discus any styling assistance you may require. We are happy to chat over email or phone whenever you need guidance. We will be in touch as we get closer to start planning your event. We encourage you to keep on eye on our socials for inspiration, and attend open days we host to meet with some of our favourite vendors.

MENU TASTING

Menu Tasting evenings are held three times per year where we invite you, your partner and close family or friends to taste our menu selections.
Sample four different entree, main and dessert offerings in order to help select your wedding menu. We recommend booking into a Menu Tasting Evening between 3-6 months prior to your wedding. If you were wanting a private menu tasting this is an option that we can offer on an alterante date, please speak with the events team to organise. If you are unavailable for all our selected dates you will be asked to select your dishes based on our written menu.

Cost:
$200 for up-to 4 guests
Or $450 for a private menu tasting up-to 4 guests.

INITIAL CONSULTATION

This is our first official meeting where we invite you to speak with one of our dedicated wedding specialists over the phone to discuss the styling and planning of your wedding. This meeting takes place 4 months prior to your wedding and takes approx 10-15 minutes. At this time we will also send you a copy of our templates and links email which will include your **Seating Chart and Alphabetical List** that must be filled in for our final document signing. Additionally a copy of your **Details Form**. The details form must be completed at least 24 hours prior to your 2nd planning meeting. Your 2nd meeting is booked to happen in person at the estate. This form includes all the information we need about your suppliers, contacts and other important details.

2ND PLANNING MEETING

6-8 Weeks prior to your wedding, we will meet to confirm all your final details in length. 24 hours prior to this meeting we require your **Details Form** to be completed and submitted ready for your meeting. At this meeting we will discuss and finalise the following:
1. Menu Selection
2. Wedding Enhancements
3. Timings for your event
4. Vendors Styling and Planning
We will book in your final item drop off date and remind you of the submission date of final numbers and dietaries. (21 Days prior maximum, with full payment required 14 days prior)

FINAL DOCUMENT SIGNING

Once our function coordinators have completed the final paperwork for your event and are ready to hand everything over to our logistics department and chefs, we will email a copy for you to sign off and confirm. This MUST be signed off a minimum 17 days prior to your event. This will include
1. Final timings of your event
2. Final guest numbers
3. Floor Plan
4. Seating chart with dietary needs and kids highchairs etc.
5. Alphabetic guest list
Once final document signing has taken place, your events coordinator will pass all documents to our logistics team including chefs and operations mangers to place food and beverage orders ready for that particular weeks events. We do kindly ask for no changes after this time so we have 100% understood exactly how you would love us to bring your event to life. Any last minute changes do take the risk that they may be missed or overlooked when setting up for your event. Additional surcharges apply for any changes made after final documents have been signed and handed to our logistics & operations team.

PROCESS CONT.

WEEK LEADING UP TO THE WEDDING!

WEDDING REHEARSAL

We allow 45 minutes for your wedding ceremony rehearsal, please note this is optional. It is important that you request all those involved to be present and on time. We run ceremony rehearsals from Tuesday to Thursday and can offer after hours on a Wednesday evening, or Saturdays and Sundays at 10am (subject to availabilities of other functions).
Please confirm your preferred time with us. We do often host wedding rehearsals one after another so it is important to keep to the allocated 45 minute timing.
This is also a great time to drop off the items for your day such as place cards, personalised menus, table numbers, wedding favours, cake knives or ceremony booklets.

ITEM DROP OFF

We kindly request these items to be dropped off 3-5 days prior to your event so we can place them out when setting up your event.
Please have these items in a clearly named box or tub with your name, event date & room your event is being held to our team can easily locate them for your event.

Place cards are to be provided in envelopes by table. The first card is the guest who appears at the top of your SEATING CHART - the 12 o'clock position/ position 1, as shown on the floor plan. Place cards must be pre-folded. If place cards are not in order of table, and in exact order of guest from position 1, there is a $2 per card fee for our staff to do this for you. In the event they are dropped off on an event day, please allocate a friend or family to please them out for you, as our events staff will not be available to do this for you.

If you are providing event favours, please highlight clearly on your SEATING CHART who is to receive one if there are selected guests receiving them if not 1 per person for all guests.

THE SPECIAL DAY

It's time to step back and see all your hard work and planning come to life. Your wedding is finally here!

Let the team at Witchmount Estate take care of everything and celebrate this precious day with those you love. We are so thrilled to share this momentous occasion with you.

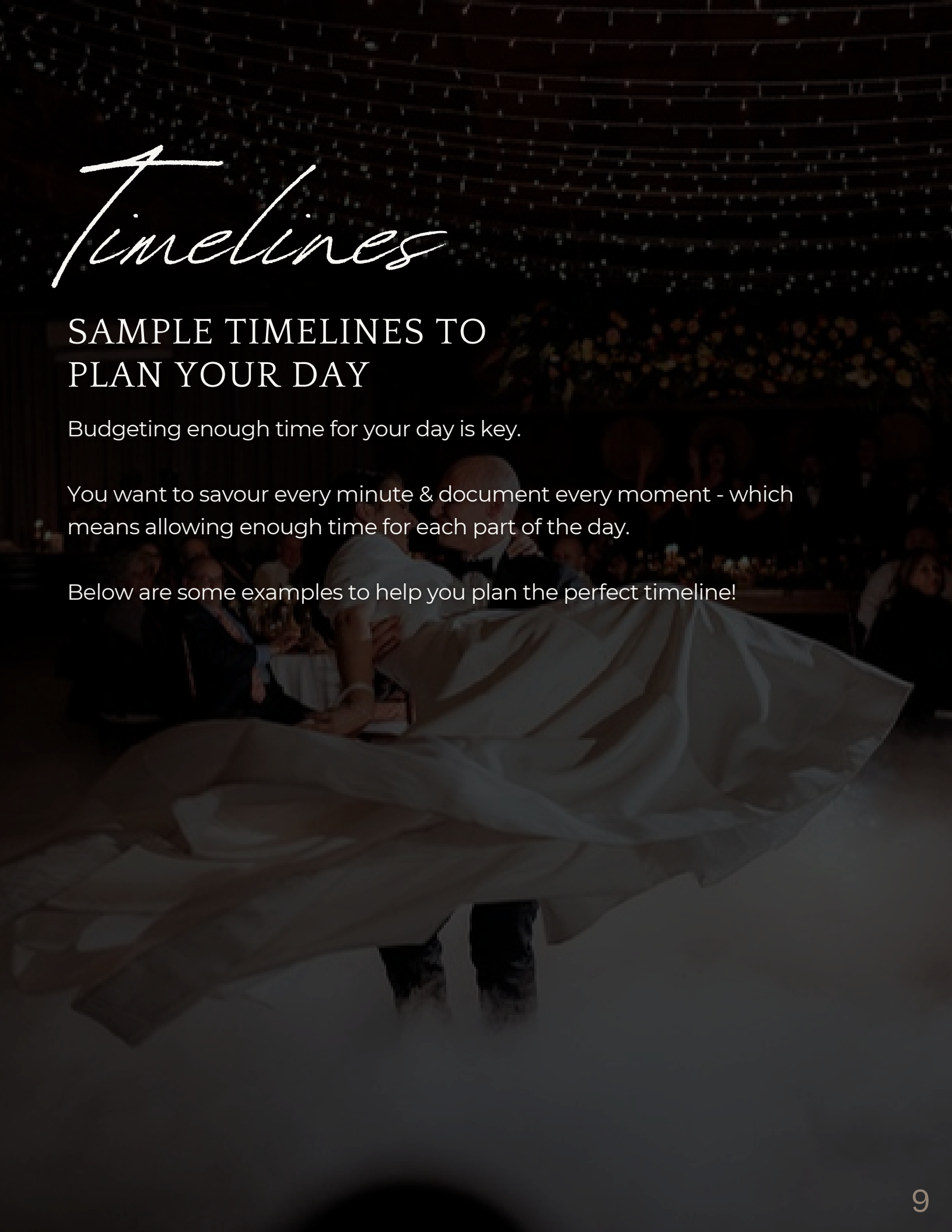
Our team and your VIP host will be on site and ready to welcome you and your bridal party in to help prepare you to walk down the isle.

AFTER THE WEDDING

Be sure to share your memories and photographs with us! We look forward to seeing your photos and videos. If you'd love to be featured on our blog, please ensure we have access to your gallery of photos and a list of all your vendors so we can credit them in posts.

LOST PROPERTY & ITEMS LEFT BEHIND
Please note we are unable to store items from your event. If you or your guests leave items behind, we will try and contact you if we find items to attempt to have them collected.
Any items left after 10 days may be disposed of to make room in our limited storage spaces.

LET'S DO *this!*



Timelines

SAMPLE TIMELINES TO PLAN YOUR DAY

Budgeting enough time for your day is key.

You want to savour every minute & document every moment - which means allowing enough time for each part of the day.

Below are some examples to help you plan the perfect timeline!

TIMELINE

We recommend the below timeline as often couples don't allow buffer time for late guests, and the ceremony to start late. This delays family photos, location photos and ultimately the reception still starts on time without the chance for you to have quality time with your photographer.

BARREL ROOM

4.00pm Guests arrive
4:30pm Ceremony commences
5.00pm Photos on the Estate
6.00pm Reception commences
canapés & drinks served
6.30pm Guests are seated
6.45pm Newlyweds enter room
& cut the cake
7.00pm Entrées are served.
First dance and dance bracket to follow
8.00pm Main meals are served
Speeches and parents dances to follow
9.30pm Dessert is served
10pm Supper is served
11/11:30 or 12am Reception Concludes*

HARVEST ROOM

3.00pm Guests arrive
3:30pm Ceremony commences
4.00pm Photos on the Estate
5:00pm Reception commences
canapés & drinks served
5:30pm Guests are seated
5:45pm Newlyweds enter room
& cut the cake
6:00pm Entrées are served.
First dance and dance bracket to follow
7:15pm Main meals are served
Speeches and parents dances to follow
8:30pm Dessert is served
9:30pm Supper is served
10, 10:30 or 11pm Reception Concludes*

*Reception conclusion time varies depending on your package



WHAT TIME SHOULD WE ARRIVE?

We recommend arriving 15-30 minutes prior to your ceremony to ensure you don't lose vital party time.
Bridal suite access is available 1 hour prior to your allocated booking time and throughout the duration of your event. - Barrel Room bookings only.

DAYTIME EVENTS

Ceremony-only bookings are held between 10.30am and 12.15pm.
We suggest guests arrive at 10.30am for an 11am ceremony.

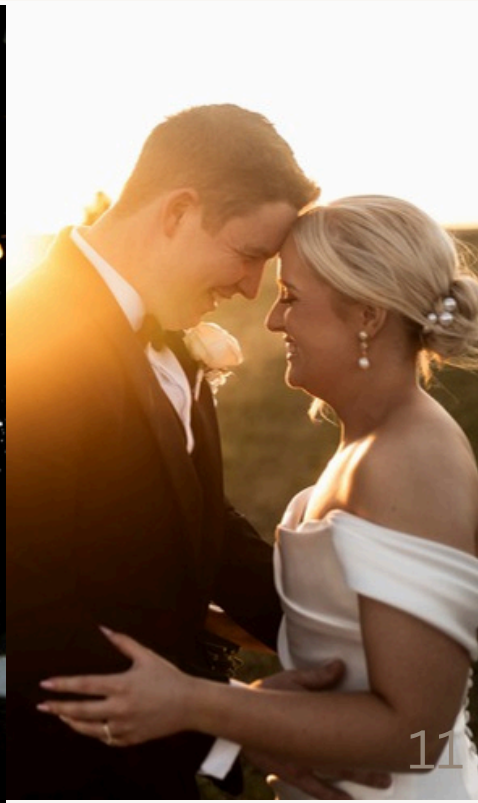
Lunchtime wedding receptions are held between 11.30am and 3.30pm.

SUNSET PORTRAITS

Sunset photos are usually the favourites that couples print large on their walls. Our team can work sunset portraits into your timeline. We recommend confirming timings with your photographer.









CHOOSING *The Perfect* CEREMONY LOCATION

Within the ceremony fee, included is the hire of 40 white chairs, water station, wine barrel for signing and two barrels to create your aisle.

CEREMONY LOCATIONS



BARREL ROOM COURTYARD

Nestled beside the historic Barrel Room, the Courtyard and Gazebo offers a breathtaking setting for your wedding ceremony. The charming white gazebo provides a stunning focal point for your vows, while the surrounding courtyard offers ample space for your guests to gather and celebrate.
(Exclusive to Barrel Room bookings)

THE BARREL WALL - TOP LAWN

The Barrel Wall is the perfect space to celebrate your wedding vows. A large open space with the ability to transform the area into a totally unique ceremony location. Ideal for couples seeking a natural yet refined outdoor celebration, the Barrel Wall Top Lawn is a serene and unforgettable place to begin your forever.
(Exclusive to Barrel Room bookings)



Please note, we do not allow for rice or confetti (no biodegradable confetti) anywhere on property, however real flower petals and bubbles are welcome.
Large fees apply for non-compliance from both couples, guests and vendors as we are a working vineyard with strict bio-hazard requirements.

CEREMONY LOCATIONS



VINEYARD VIEWS - TOP LAWN

Our top lawn vineyard views faces East with our Merlot and Grenache Vines forming the backdrop for your ceremony. This elevated lawn space captures the essence of winery romance, where rows of flourishing vines create a naturally stunning backdrop for your vows.
(Exclusive to Barrel Room bookings)

GIN GARDEN - HARVEST

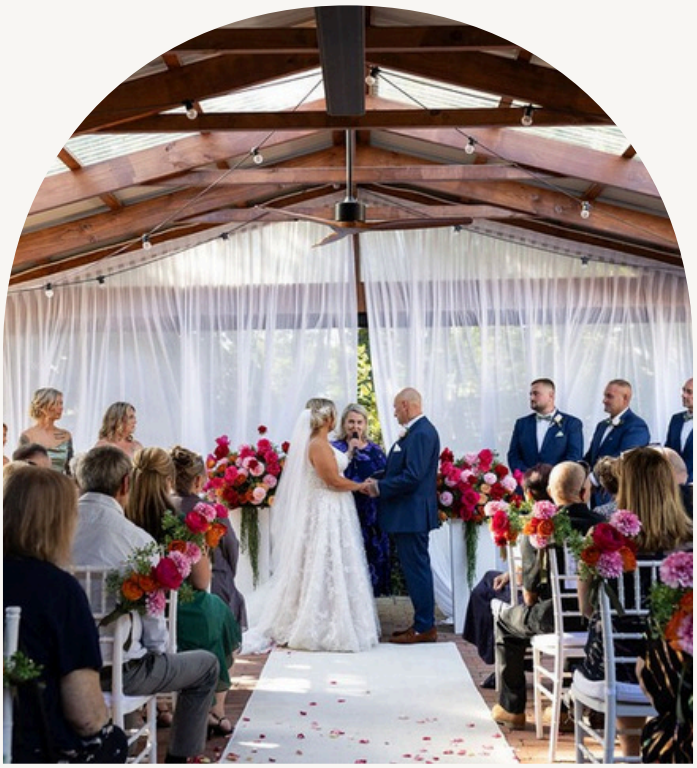
Tucked away in a private corner of the estate and overlooking the sweeping vineyard, the Gin Garden is a hidden gem for your wedding ceremony. Surrounded by lush greenery and the rustic elegance of wine country, this intimate space offers a relaxed yet refined atmosphere. The Gin Garden is the ultimate ceremony space for couples booking our Harvest Room. Ceremonies commence at 3:15pm or 5:15pm for the Gin Garden.



Should you require additional ceremony chairs or additional ceremony decor, we can organise drapery, aisle runners or additional festoon lighting.

You're welcome to provide your own decorations however we ask that this please be confirmed with our events team prior to your wedding, some charges may apply for our team to install items that require extended labour.

Wet Weather Plan



WE WILL PLAN FOR ALL WEATHER CONDITIONS

Melbourne weather can be so unpredictable, for this reason, our wedding coordinators will plan for both your preferred ceremony location and your chosen back-up plan in case of inclement weather.

The location of your (wet-weather) ceremony will depend on which room you have hired. The image above is within our Atrium space which is available for Barrel Room Receptions.

As we get closer to your wedding date, you will work with your dedicated wedding coordinator and plan out both ceremony scenarios.

Unplugged Wedding?

In a world where we're constantly connected, unplugged ceremonies offer a rare and precious gift - the gift of pure, undistracted presence.

When guests put away their phones and cameras, something magical happens: they become truly present, experiencing every emotion, every tender moment, and every heartfelt word with their full attention.

Without the barrier of screens, your photographer can capture genuine reactions and unobstructed views, creating timeless photos that tell your story authentically. Your professional photos won't be compromised by guests' flash photography or arms stretched high with phones or Ipads.

Most importantly, you'll look out during your ceremony to see the faces of your loved ones - not a sea of devices. Every happy tear, every smile, and every laugh is witnessed in real-time, creating deeper connections and more meaningful memories that will last far longer than any hastily taken smartphone photo. Choose to be truly present. Choose an unplugged ceremony. Because some moments are meant to be experienced, not just documented.







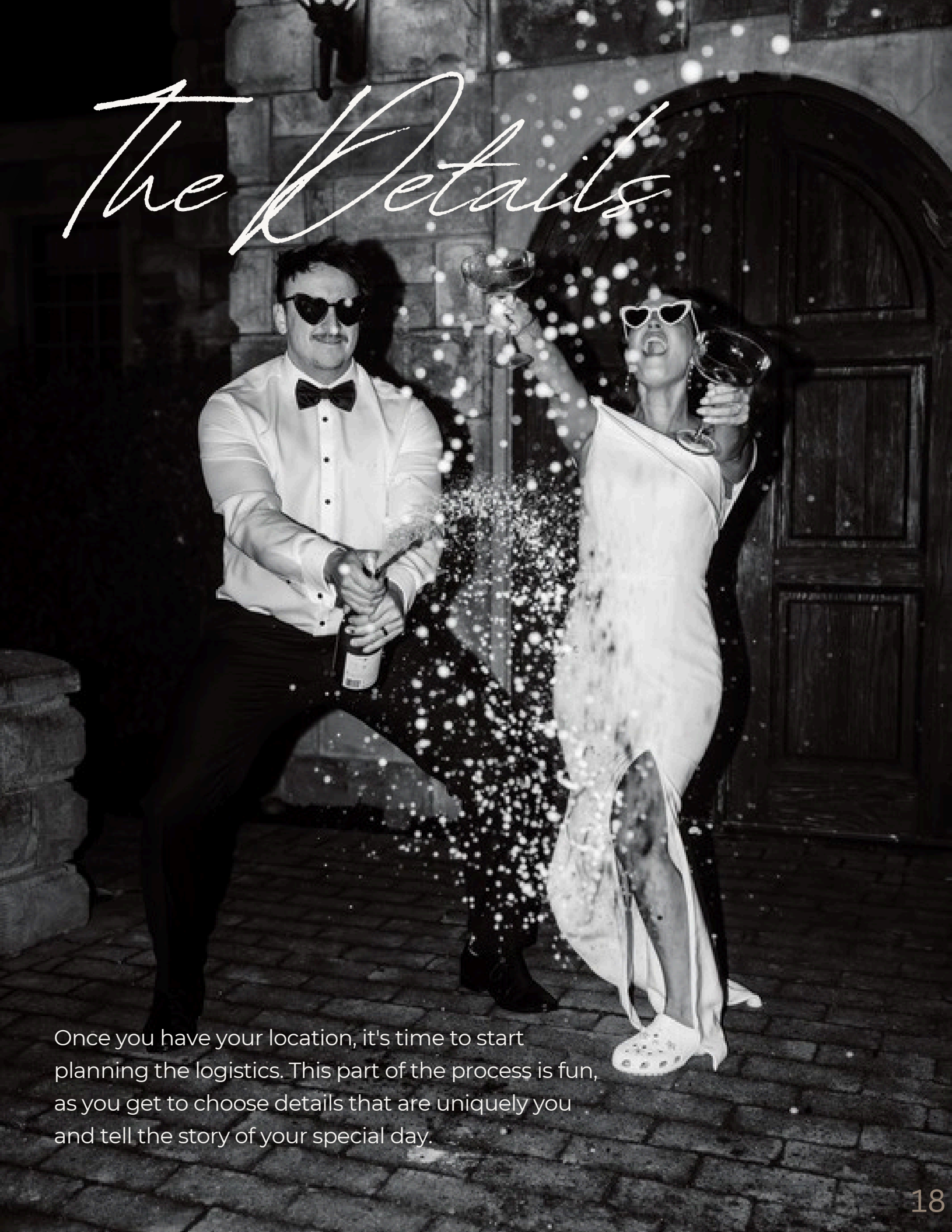
FIRST LOOK

Some couples do a ‘first look’ before their ceremony. This is the moment where you two see each other for the first time, and can happen anywhere you choose. If you are keen to do this at Witchmount please let us know so we can coordinate this with other events happening before your ‘booked time’ There are no fees or charges to have your first look on the property.

Some couples choose to have one, and others don't. It's truly up to you and your partner.

Some benefits of doing a first look

1. **More Authentic Reactions** - Without the pressure of an audience, your emotions can flow naturally and genuinely.
2. **More Time for Photos** - Complete couple and wedding party photos before the ceremony, allowing you to join your cocktail hour.
3. **More Time with Guests** - Spend more of your reception actually celebrating with loved ones instead of taking photos.
4. **Flexible Timeline** - Creates a more relaxed wedding day schedule with buffer time for unexpected delays.



The Details

Once you have your location, it's time to start planning the logistics. This part of the process is fun, as you get to choose details that are uniquely you and tell the story of your special day.

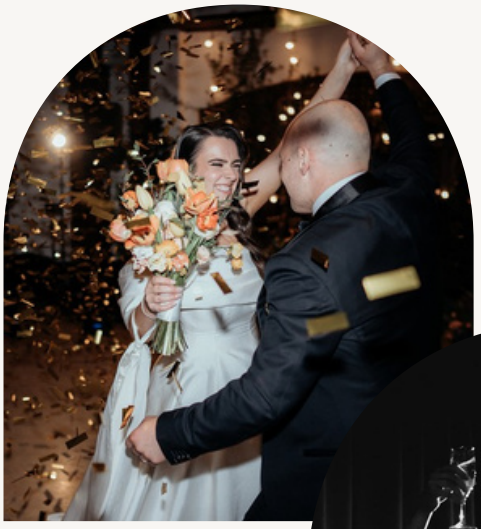
LET'S CELEBRATE THE DAY WITH *no limits*

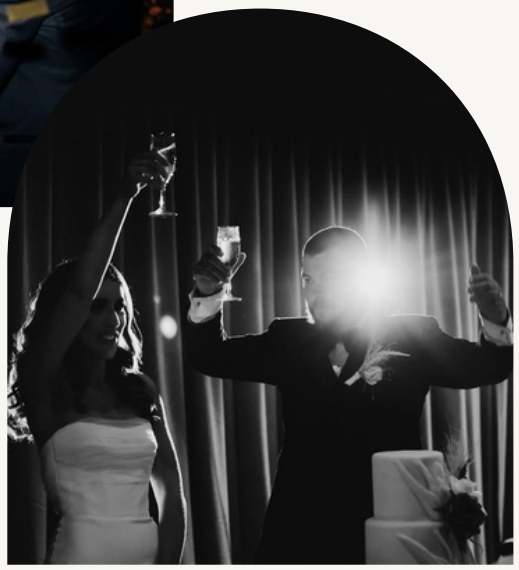
It's time to get inspired and plan the wedding of your dreams. During this stage of the planning process, let your ideas and creativity run wild.

We have a range of extra options some of our couples select to include in their dream wedding day.

INSIDE

- LIGHT UP LOVE LETTERS
- PHOTOBOOTH
- LUXE TABLE LINEN
- COCKTAIL ON ARRIVAL
- CHAIR CUSHIONS
- LONG TABLES
- UP LIGHTING





OUTSIDE

- CEREMONY DRAPING ON GAZEBO
- GIN OR WHISEY BAR
- FIREWORKS DISPLAY
- OYSTER & CHAMPAGNE CART
- OUTDOOR GAMES

Reception Styling

TABLES & TABLE DECOR

Witchmount provides table numbers and table menus (black trifold) as part of your booking. You will discuss the title for your menus and which table numbers you prefer during your 2nd planning meeting with your venue coordinator or if you would prefer to supply your own you are more than welcome.
White table cloths on black table linen (skirts) is also included as standard. All-white linen or all-black linen can be arranged at an additional cost of $10 per table.
Long rectangular tables are also available for hire through our vendor partners.

WINE BARRELS

A decorative wine barrel is included in your reception booking. You may like to use this for your cake. We can arrange another set of wine barrels with a wooden plank for your wishing well, gifts or decorations free of charge. Additional barrels can be hired for $50 each.

WISHING WELL

We have a range of wishing wells included in our venue hire fee, the colour and style options are subject to availability.



OPTIONAL UPGRADES

You will meet with our team to discuss all things, styling, layout, inclusions and upgrade options to help bring your event to life. These are additional costs and are completely optional.

Table & Room Styling



EXTERNAL STYLING

Witchmount Estate must approve all styling outside of standard floral arrangements that require semi-permanent installation. Should you choose to style your own event or engage an external vendor please let us know. Any roof installations must be completed by a professional with public liability insurance. Bump ins and bump outs are only available the day of your event unless agreed to in writing. Any installations prior will be subject to availability and must be confirmed in writing.



USE OF LIVE FLAME CANDLES

Where candles are being used for your event, all candles must be displayed in a casing/holder to avoid candle wax stains and spillage. Where candle wax is spilt on the floors or tables, a separate Cleaning Fee of $400.00 will be charged to you, in order to return the floors and tables into their original state.



STYLING REGULATIONS

Nothing is to be nailed, bolted, screwed, sticky taped or stapled into any part of our venue, it's facade, or additional hired items. Non permanent or damaging fixtures (cable ties) are accepted.



SIZE MATTERS

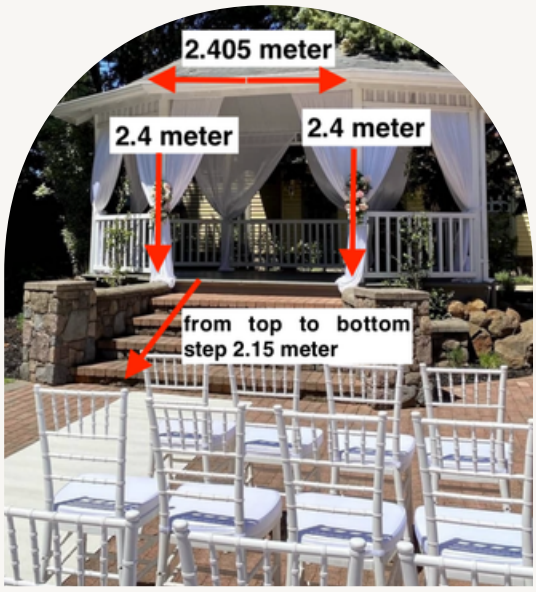
The Barrel Room bridal table is 780mm height x 5500mm length x 1100mm deep and fits up-to 10 guests without extensions. If you require more people seated at bridal, we will extend the table and drape linen to hide the joins.

The Round function tables are 1800m round
Our wooden trestle tables are 900mm width x 1800m length
Our plastic trestle tables (for grazing & gift tables) are 1800 x 750mm



Stage Measurements
Height 400mm
Length 7200mm
Width 1800mm

White Arbour measurements
Top Cross Bar 1950mm
Height 2160mm



Atrium Space
Height on sides 2000M
Width 6200
Length 9500

Gazebo
Top Cross Bar 2405mm
Height 2400mm

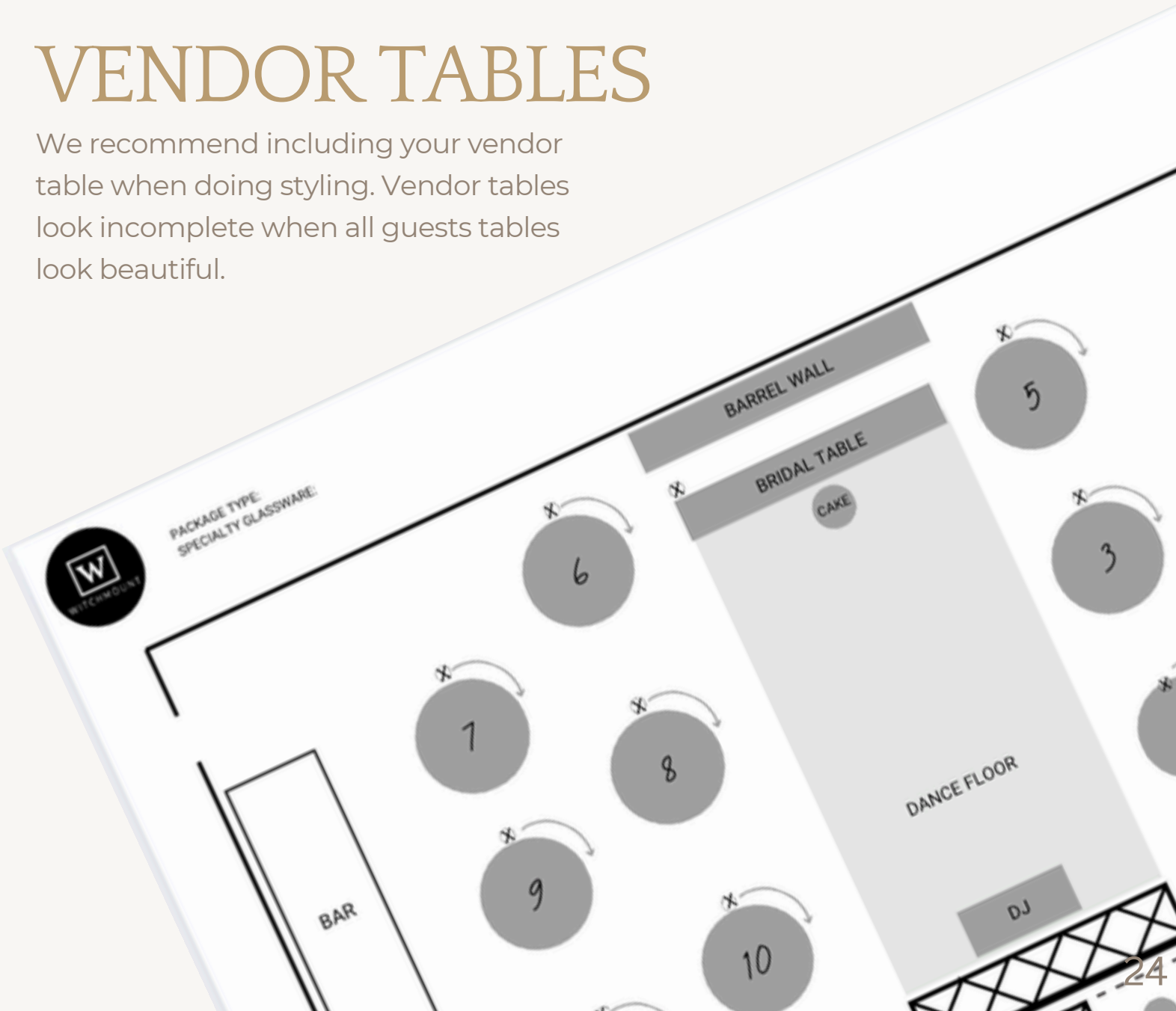
FLOOR PLANS

We provide comprehensive floor plans to help you optimise your event layout. Our tables can comfortably accommodate 8-10 guests per table, with a maximum capacity of 12 guests (including children and infants).

For instance, with 170 guests, you would typically need: 16-18 tables in total 8-10 seats allocated for the bridal table .
This flexible arrangement ensures comfortable seating while maintaining an optimal flow for your event.

VENDOR TABLES

We recommend including your vendor table when doing styling. Vendor tables look incomplete when all guests tables look beautiful.




The Extras

PRE-RECEPTION OPTIONS

Your drinks and canapés commence at the start of your reception package. (30 minutes before your guests enter your reception room).

Depending on what time your ceremony commences and finishes, there are a few options to ensure your guests have a great experience at your event if you would like drinks and food to be available prior to your reception inclusions.

Grazing Table
Many of our couples add a grazing table to commence at the end of their ceremony, this allows guests to enjoy cured meats, fruits, breads, dips, artisan cheese, and more until the canapés commence.

We suggest selecting one of the items below for beverages

Cash Bar:
With a cash bar, your guests will have the option to purchase their own beverages from the bar using their own money. This can be a good option if you want to provide a variety of drinks without incurring the full cost yourself. Guests can choose what they'd like to drink and pay accordingly. However, it's important to consider that some guests might prefer not to spend money at the bar, and it could potentially affect the overall guest experience.

Bar Tab:
A bar tab involves you pre-allocating a specific amount of money to cover the cost of drinks you wish to have available for your guests. The bar tab will be used to serve drinks until the allocated amount is reached. This can be a great way to offer drinks to your guests without them having to worry about payment. Our team will monitor your allocated budget to ensure it's not exceeded. Once the tab limit is reached, you can decide whether to extend it or transition to a cash bar.

CONTINUED

When choosing between the two options, consider the following factors:

Budget: How much are you willing to allocate for the post ceremony drinks until your reception commences? A cash bar could potentially reduce your overall expenses, as guests would be paying for their own drinks. A bar tab involves a fixed cost upfront.

Guest Experience: Do you want to provide a seamless and convenient experience for your guests without them having to worry about payment? A bar tab could be more guest-friendly in this case.

Atmosphere: Consider the vibe you want to create. If you're aiming for a more relaxed atmosphere where guests can freely choose their drinks, a cash bar might be suitable. If you want to ensure everyone has access to a consistent selection of drinks, a bar tab might be better.

Ultimately, the choice between a cash bar and a bar tab will depend on your priorities, budget, and the kind of experience you want to offer your guests. You could even consider a hybrid approach, such as starting with a bar tab and transitioning to a cash bar once the tab is exhausted.

We will confirm which option you have chosen when we finalise your timings and menu selections. We require this info in advance to allow for rostering of staff. We are unable to make changes on the day to your event as we will not have enough staff to step in and look after your guests.

Cocktail on arrival

Many of our hosts choose to offer signature cocktails on arrival or as a feature cocktail throughout their event. This is priced at $17 per person, you have the option of either serving one cocktail to all guests or opting for alternating cocktails.

Select from:
Golden Snitch
Everlasting Love
Cosmopolitan
Mojito
Fruit Tingle

We will confirm which option you have chosen when we finalise your timings and menu selections.



Photobooth Hire

Capture those candid moments of joy and laughter with our premium photobooth experience!

- On the spot printing as guests use the photobooth
- Wedding themed props
- Access to digital files (client must provide USB at the start of the event)

$840 to hire for the duration of your reception

Additional Options:

- Add a leather-like guestbook album with glue adhesive and gel pens $40
- Customised artwork to suit your stationary or wedding theme $50






LOVE

Menu Tasting

Join us to sample our wedding menu in an open night menu tasting with other couples. Our head chef will pre-select four entrees, four mains, and four desserts

When to book?
It is best to book in a menu tasting at least 4-6 months prior to your wedding to ensure you have a chance to try our menu before your 2nd planning meeting. We will be meeting 6-8 weeks prior to your wedding, at this appointment we will be finalising timings and menu selections.

The fee for our menu tasting is $200 for up-to 4 guests, or is included for couples that have previously selected our Grande Package.

Prefer the option of selecting the menu for your tasting evening?
Get in touch with our events team about booking an exclusive menu tasting with dedicated chefs and staff.
Please note, the fee for an exclusive menu tasting is a premium fee







Final Numbers, Floor Plans and 21 day cut-offs

Important Notice: 21-Day Policy

To create your perfect celebration at Witchmount Estate, we require the following details no later than 21 days before your event:

1. **Final Guest Numbers & Floor Plan**

• Total count of all guests and vendors attending inc. Adults, Young Adults, Children and Babies not eating
• Completed Seating Chart (provided by Witchmount)
• Complete Alphabetical List (provided by Witchmount)
• Special setup requirements

2. **Dietary Requirements**

• All guest allergies and restrictions
• Vendor meal requirements
• Special meal preferences

Any changes made after the 21-day deadline will:

• Be subject to supplier availability
• Incur additional fees
• Require direct chef coordination with suppliers
• May impact our ability to accommodate requests fully

This timeline ensures we can coordinate effectively with our suppliers and deliver the exceptional Witchmount Estate experience you envision.



Hiring Vendors

We have formed a list of our most trusted vendors that we know are professional, reliable and who we believe are the best wedding vendors in Melbourne.

While it's definitely not required to hire vendors for your wedding, professionals can make it a LOT easier & bring your vision to life.

While the four MUST HAVE vendors for your wedding are generally the Photographer, Florist, Celebrant & Hair + Makeup Artist, here are some other vendors to consider...

VIDEOGRAPHER

Video speaks for itself, the speeches, the feelings, the atmosphere that all come back when sitting back watching your wedding film year after year.

MUSICIAN

Walking down the aisle to an acoustic guitar or dancing under the stars to a string trio can be a magical element to make your day totally unique.

CAKE DESIGNER

Who doesn't like cake? We recommend bringing cake bags to put on the platters to allow guests to take cake home if they are full and don't want to miss out.

PROTECTING YOUR SPECIAL DAY: IMPORTANT VENDOR REQUIREMENTS

Before finalising any wedding vendors, please ensure they have current Public Liability Insurance. This essential coverage isn't just paperwork – it's peace of mind for your celebration.
It's an industry standard expectation.
It ensures everyone's safety during your event & protects against unexpected incidents
Vendors without valid insurance coverage may be denied access to Witchmount Estate, which could impact your special day. We recommend making this one of your first questions when meeting potential vendors.



The power of a professional MC

WHY TRUST YOUR DAY TO A PROFESSIONAL MC

While having a friend or family member MC your wedding might seem like a cost-effective choice, your wedding day deserves a professional touch. Here's why:

1. **Experience Matters** A professional MC has mastered the art of reading the room, managing timing, and handling unexpected situations. They've orchestrated countless weddings and know exactly how to keep your celebration flowing smoothly.
2. **Your Loved Ones Should Celebrate, Not Work** Friends and family should be free to fully enjoy your special day, share in the emotions, and create memories - not worry about announcements, timing, or coordinating with vendors and your venue.
3. **Stress-Free Coordination** Professional MCs work seamlessly with your venue, photographers, and other vendors. They ensure everyone is in the right place at the right time, keeping your timeline on track without you even noticing. It’s important that food isn’t sitting in the kitchen going cold while speeches run late.
4. **Polished Presentation** From perfect pronunciation of names to appropriate humour and professional-grade equipment, a professional MC brings a level of sophistication that elevates your entire celebration.
5. **Problem-Solving Expertise** When unexpected situations arise (and they often do), a professional MC has the experience to handle them discreetly and efficiently.

Your wedding day is a once-in-a-lifetime event. While a friend might save you money, a professional MC will save you stress while adding immeasurable value to the day.



Timing is vital

EARLY PLANNING FOR PERFECT TIMING

Meeting with your DJ/MC/Band well in advance of your wedding is crucial for creating the perfect reception timeline.

We recommend using our **timing template** (listed on page 10 of this document) as a guide, but you are welcome to come to your 2nd planning meeting with recommendations from your DJ/MC/Band so we can start the appointment well aligned.

Here's why:
Once we finalise and sign off on your event timings (which must be done before the 21-day mark), our operations team carefully orchestrates:
1. Chef preparation timelines
2. Coordination with other events on the property
3. Service team allocations
4. Staff rosters and break schedules

Please note: Any timing changes requested within 21 days of your event will incur additional fees. This policy exists because last-minute changes require significant logistical adjustments across multiple teams and potentially impact other events happening on the property.



ACCOMODATION

Although we don't have any accommodation on site, just a short drive away, we have several wonderful options - they even come with discounts.

We have wonderful partnerships with Quest Caroline Springs, Mantra at Melton Entertainment Park along with Punthill Apartments Caroline Springs, Essendon and Essendon North.

Each provides our couples and their guests a special offer as Witchmount clients. Please reach out to us if you would like more information.







Getting Ready

One of the most underrated parts of a wedding is the getting ready portion. During this time, the excitement is high and everything starts feeling real!

This portion of the day really sets the scene for the rest of your wedding day. Remember to breathe, relax and keep reminding yourself that your wedding vendors you have hand selected are going to help bring your dream to life. Don't sweat the small things, everything works out in the end.

ITEMS TO HAVE READY

- Wedding attire
- Rings
- Vow books
- Any family heirlooms
- Shoes
- Invitations
- Gifts
- Jewellery
- Wedges/flats/grass stoppers for shoes





EMERGENCY KIT

Idea's for your emergency kit

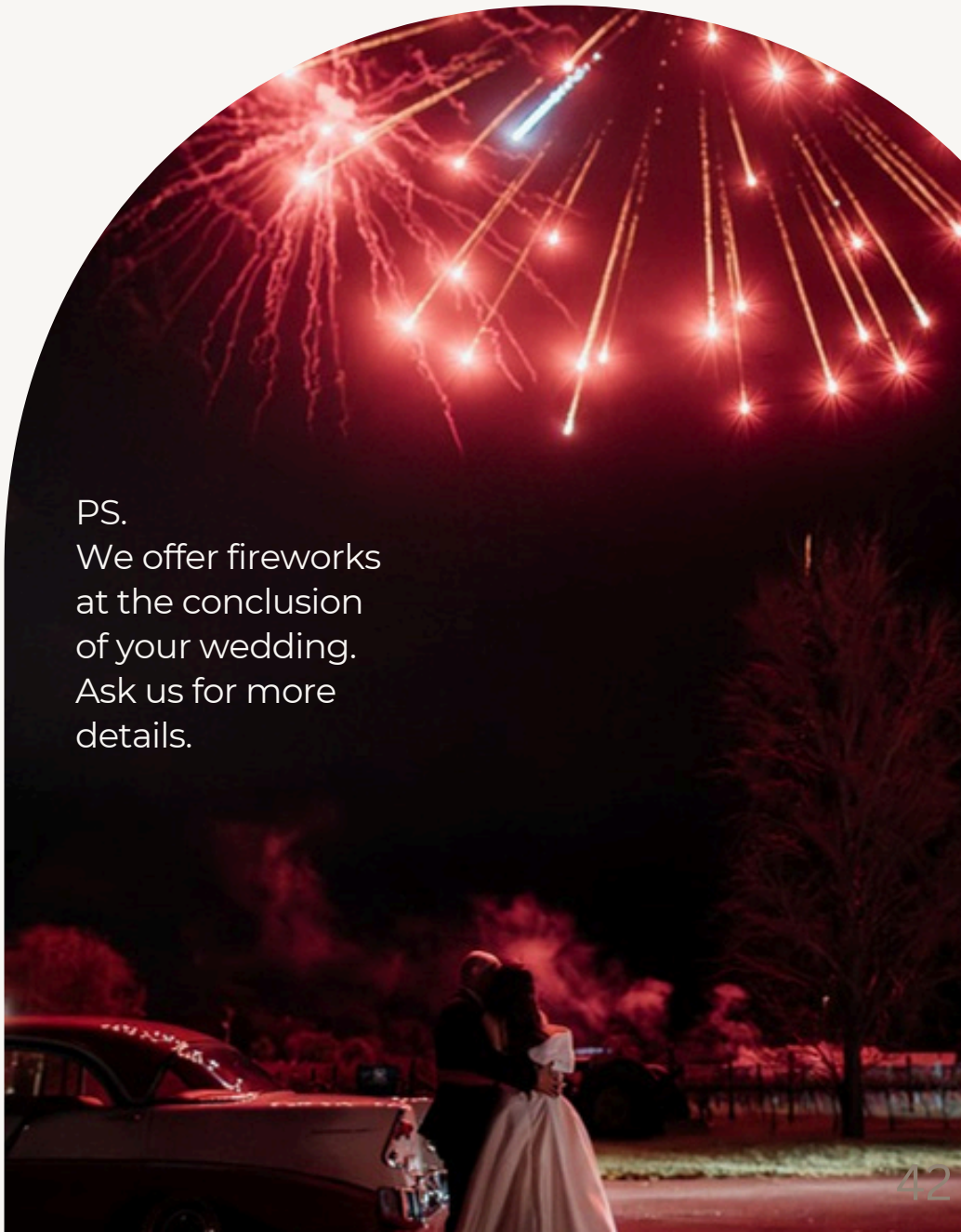
1. Bandaids, (wearing new shoes? Have extras for your feet just in case)
2. Bobby pins and hair ties
3. Safety pins
4. Panadol
5. Mini perfume
6. Tissues (Do I need to mention happy tears at weddings?? Or hayfever from the flowers?)
7. Touch up powder and lippy
8. Mini sewing kit
9. Earring backs
10. Mints
11. Hair spray
12. Hollywood tape (Fashion tape)
13. Tweezers
14. Foldable ballet flats (for when your feet start to ache, or for when the dance floor summons you)
15. Cotton buds
16. Berocca and water (in case someone was a little too excited to sleep the night before and for hydration)
17. Lollies/nuts for the day before arriving on site with us. Our brides often forget to eat until the reception.

WE'RE SO EXCITED FOR YOU.

You've made it this far... congratulations! You're now an expert. There's nothing we love more than helping our couples create unforgettable events.

We're here to help.
Please reach out with any questions at all

-xo The Witchmount Team



PS.
We offer fireworks at the conclusion of your wedding. Ask us for more details.