



INFORMATION PACK

FLAWLESS FUNCTIONS & WEDDINGS

Bespoke Events, Flawlessly Executed

*Thank you for reaching out to
Flawless Functions and Weddings!*



We are thrilled to assist you in planning your upcoming event or wedding. Our dedicated team specialises in creating unforgettable experiences, whether it's a beautiful wedding, a corporate gathering, or a special celebration.

This information pack provides an overview of our company, highlighting our core values and service model. It also outlines the range of services we offer, which includes everything from vendor coordination and budget management to event design and day-of execution.

We get excited about making your celebration incredible and provide assistance and support you need while ensuring a stress-free planning process. We look forward to the opportunity to work together and make your event truly exceptional!

I'm Jenna, the founder of Flawless Functions & Weddings. My passion for event planning began with creating personalised gatherings for my loved ones. My husband and I have a big family and we love to spend time hanging out with the kids and looking for a new adventure. We particularly scuba diving, water skiing or just enjoying the peacefulness of the beach (with a champagne in hand!)

Please don't hesitate to reach out if you are ready to arrange your free consultation session or need a bit more information about what we offer.

Jenna Gomba

Director | Flawless Functions & Weddings

ABOUT US

Flawless Functions & Weddings is your ultimate partner in event planning, dedicated to crafting bespoke events that are flawlessly executed. Our mission is to transform your vision into reality, consistently exceeding your expectations with our meticulous attention to detail. Based in the heart of Canberra, we specialise in designing and coordinating unforgettable weddings and functions throughout the ACT and beyond.

We pride ourselves on our commitment to exceptional service, ensuring that every aspect of your celebration reflects your unique style and personality. Whether you're planning an intimate gathering or a grand occasion, our experienced team is here to guide you through the process and make your dream event a reality.



*Some people look for a beautiful place.
Others make a place beautiful.*

Hazrat Inayat Khan

OUR SERVICES

We offer a range of services at Flawless Functions & Weddings, including comprehensive event planning and event styling, ensuring that every occasion reflects your vision and style. Our team is equipped to handle a variety of events, including weddings, corporate gatherings, birthday parties, joyful celebrations, and intimate gatherings.

In recognition of the unique nature of every function and wedding, we do not offer standard packages. Instead, we tailor our services to create a personalised proposal that reflects your individual needs, vision and budget.

For weddings, we offer a full range of services designed to alleviate the stress of planning while ensuring that you are still apart of the planning and decision making process. We understand the significance of your wedding day and are committed to making it truly flawless.

Additionally, we create tailored elopement experiences for couples seeking a more intimate and personal celebration. Our elopement services allow you to exchange vows in a beautiful setting without the pressures of a traditional wedding.

OUR VALUES

Bespoke Events, Flawlessly Executed

PERSONALISED EXPERIENCES

We believe that every event, whether a wedding or a corporate gathering, should be a unique reflection of our clients' visions and values. We are dedicated to providing personalised planning services that cater to your specific needs, ensuring that every detail resonates with your story. Our team works closely with you to transform your ideas into reality, creating unforgettable moments that you and your guests will cherish.

STRESS-FREE PLANNING

We understand that planning an event can be overwhelming, which is why we focus on alleviating the pressure from our clients. By offering our expertise and support throughout the planning process, we allow you to enjoy the journey leading up to your event or special day. Whether it's managing logistics or coordinating with vendors, our goal is to ensure a seamless experience so you can focus on what truly matters—celebrating the occasion with loved ones.

TRUSTWORTHY PARTNERSHIP

We prioritise building a foundation of trust with our clients through transparency, commitment, and professionalism. We understand that planning an event or wedding is a deeply personal journey, and we are honest and open in all our communications. Our team is committed to delivering on our promises, ensuring that you feel supported every step of the way. With our professional approach, you can have confidence that your vision is in capable hands, allowing you to focus on enjoying your special day knowing that we are fully invested in making it a success.

WHAT YOU CAN EXPECT FROM US

PROMPTNESS

We understand that timely communication is crucial in the planning process. Our team prides itself on being prompt in responding to your inquiries and addressing any concerns. Whether it's a quick question or a detailed request, you can count on us to be there for you every step of the way.

CREATIVITY

Creativity is at the heart of what we do. Our talented team is dedicated to bringing fresh ideas and innovative solutions to the table, transforming your concepts into stunning realities. From imaginative themes to personalised touches, we strive to create unforgettable experiences that leave a lasting impression.

PROFESSIONALISM

Professionalism is a cornerstone of our service at Flawless Functions & Weddings. We approach every aspect of event planning with integrity, respect, and attention to detail. We maintain high standards in our work, ensuring that every interaction is characterised by courtesy and expertise. You can trust us to handle your event with the utmost professionalism, allowing you to enjoy the process with peace of mind.

DEDICATION

Our dedication to our clients sets us apart. We are fully committed to making your event or wedding a resounding success, going above and beyond to meet your needs and exceed your expectations. Your vision becomes our mission, and we are here to support you every step of the way.



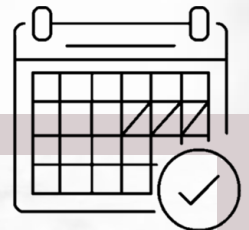
THE PROCESS

INITIAL CONSULTATION



Your journey with Flawless Functions & Weddings begins with a complimentary consultation designed to understand your unique vision. Our consultations are held over the phone or over a glass of bubbles (which ever you prefer!). During this meeting, we'll discuss the type of event you're planning, explore your initial ideas and determine your specific needs and preferences. Following the initial consultation, we will create a customised proposal that captures all the key elements of your event. This tailored document will outline our services and pricing, ensuring that every aspect aligns with your vision and expectations.

SECURING YOUR BOOKING



Once we've aligned on your vision, securing your booking is simple! All you need to do is provide a 25% non-refundable deposit and sign our terms and conditions document. This ensures that your date is reserved and allows us to begin the exciting planning process for your event!

PLANNING & UPDATES



We believe that effective communication is key to a successful event. Our Planning Sessions and Status Updates are designed to keep you informed, engaged, and confident throughout the planning process. During our scheduled planning sessions, we dive deep into the details of your event. In addition to our planning sessions, we will provide regular status updates to ensure everything is on track.

PAYMENT AND CANCELLATION

PAYMENT

Our payment process is designed to be transparent and straightforward. To secure our services, we require a non-refundable deposit of 25% of the total fee.

The remaining balance will be paid in instalments as detailed in your personalised Event/Wedding Planning Proposal. We manage payments to third-party service providers, but these will only be processed once we receive the corresponding client instalments.

Please note that late payments will incur a 10% monthly interest charge, and we cannot be held responsible for any late payment fees imposed by external service providers. We aim to make the financial aspect of planning as smooth and clear as possible.

CANCELLATION

Our cancellation policy is designed to protect both our business and our clients' interests. If you need to cancel your event, the following terms apply: cancellations made more than 90 days before the event date will forfeit the initial deposit, cancellations between 60-90 days before the event will incur a 50% charge of the total fee, and cancellations less than 60 days before the event will be charged the full fee.

It's important to note that this policy applies specifically to Flawless Functions & Weddings, and clients remain responsible for any cancellation fees associated with third-party provider bookings. We recommend discussing any potential cancellations with our team as early as possible to explore alternative options.



FREQUENTLY ASKED QUESTIONS

WHY HIRE FLAWLESS FUNCTIONS AND WEDDINGS?

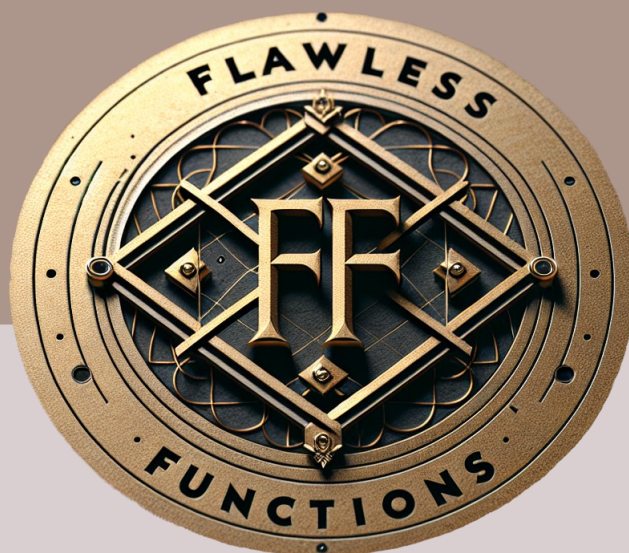
Choosing us means you're not just hiring a service; you're gaining a dedicated partner in creating your dream function or wedding. Our passionate team is committed to crafting a personalised experience that truly reflects your unique style and love story. We blend creativity with meticulous attention to detail, ensuring that every aspect of your planning is handled with care. We understand that planning a wedding can be overwhelming, which is why our goal is to minimize your stress and allow you to focus on what really matters—celebrating your love with family and friends. From the initial concept to the final execution, we're here to support you every step of the way.

WHAT LEVEL OF CONTROL WILL I HAVE OVER THE PLANNING PROCESS?

When it comes to the event or wedding planning process, you will have complete control over every aspect of your special day. It's your function and our role is to support you by providing an extra set of hands to ease the pressure. We're here to collaborate with you on every detail, from the big decisions down to the small ones—like choosing the perfect napkin colour—if that's what you desire. If you prefer to take a step back, we're more than happy to take the lead and transform your vision into reality. Ultimately, our goal is to ensure that you are happy and stress free.

HOW MANY CLIENTS DO YOU TAKE ON AT ONCE?

We take great pride in giving our full attention to each of our clients, especially on their wedding day. To ensure that we can fully dedicate ourselves to your big day, we never double book and limit the number of weddings we accept in a given week. This commitment allows us to focus entirely on making your day unforgettable.



CONTACT US



0432469189



jenna@flawlessfunctions.com.au



[Flawlessfunctionsandweddings](#)



<https://www.flawlessfunctions.com.au>



[https://www.easyweddings.com.au/
WeddingPlanner/Canberra/
FlawlessFunctionsandWeddings/](https://www.easyweddings.com.au/WeddingPlanner/Canberra/FlawlessFunctionsandWeddings/)