



WEDDING 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 wedding or elopement. Our dedicated team specialises in creating unforgettable experiences and bringing your dream wedding to life.

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 oversight.

Additionally, we offer a variety of customisable wedding and elopement packages designed to be tailored to meet your needs.

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

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 wedding or elopement 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.

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 pride ourselves on working with you to ensure all your expectations are met.

Our team of experienced planners will guide you through each step, from designing your perfect ceremony to curating a reception that reflects your personal style.

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

PERSONALISED EXPERIENCES

We believe that every wedding or elopement, 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 love 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 wedding planning can be overwhelming, which is why we focus on alleviating the pressure. By offering our expertise and support throughout the planning process, we allow you to enjoy the journey leading up to your special day. Whether it's managing logistics or coordinating with vendors, our goal is to ensure a seamless and stress free experience.

TRUSTWORTHY PARTNERSHIP

We prioritise building a foundation of trust with our clients through transparency, commitment, and professionalism. We understand that planning a 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.

DEDICATION

Our dedication to our clients sets us apart. We are fully committed to making your 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.





WEDDING PACKAGES

Our pre-designed wedding packages are ideal for busy couples who have a clear vision and prefer a hassle-free experience. These carefully curated packages simplify the planning process, allowing you to achieve your dream wedding knowing we have all the bases covered. They can be tailored to suit your needs and come with a transparent price range, enabling you to make informed decisions about your budget. However, we also recognise that every wedding is one-of-a-kind. Therefore, we're always happy to craft a completely bespoke package from scratch to perfectly match your unique style and preferences.

ESSENTIALS COORDINATION

Price range: \$950—\$1,900

The ideal package for couples on a budget who need assistance in keeping their wedding planning organised and want an extra set of hands on their special day.

This package includes an initial consultation lasting two hours to review your plans and provide guidance. We will work with you to develop a detailed wedding day schedule to ensure everything runs smoothly.

On the day of the wedding, we offer comprehensive coordination services, including vendor management and timeline execution. We will be on site for 2 hours, commencing 45 minutes prior to the ceremony, to oversee the setup of both the ceremony and reception.



PARTIAL PLANNING & STYLING

Price Range: \$2,800—\$4,000

Our Partial Planning & Styling package is tailored for couples seeking a balance of guidance and independence throughout their wedding planning journey.

This package includes up to three planning consultations, where we provide personalised assistance with timelines, schedules and the development of to-do lists.

We will carefully select and secure top-notch vendors (limited to 3 vendors), such as your photographer, florist, and venue, to ensure you have the perfect team for your special day. Additionally, we will accompany you on venue walkthroughs and offer expert styling advice to help refine your vision.

On your wedding day, our team will be on site for five hours, starting 45 minutes before the ceremony, to guarantee that every detail unfolds seamlessly.



FULL SERVICE WEDDING EXPERIENCE

Price Range: \$5,000—\$8,000

Elevate your wedding planning with our Full Service Wedding Experience, specifically designed for couples who desire a seamless and stress-free journey from concept to execution. This comprehensive package includes unlimited consultations to guide you through every step of the planning process. We conduct thorough venue research, site inspections, and contract negotiations to ensure you secure the perfect location for your celebration. Our team will manage all vendor relationships—covering florists, catering, entertainment, and more—while creating a custom wedding design and styling plan tailored to your unique vision.

Additionally, we provide guest list management, including RSVPs and dietary requirements, along with comprehensive on-the-day coordination to ensure everything runs smoothly. We'll be on-site for your entire wedding and reception, ready to tackle any last-minute logistical hiccups—consider us your wedding day superheroes, armed with spreadsheets and an emergency kit!



ELOPEMENT SERVICES PACKAGE

Price Range: \$2,900—\$3,500

Our Elopement Services Package is designed for couples who want an intimate and stress-free wedding experience without the fuss of a traditional ceremony.

This all-inclusive package provides everything you need for a memorable day, allowing you to focus on each other rather than the details.

Booking this package means all you have left to do is pick outfits! We will arrange your dream venue, professional officiant to conduct a personalised ceremony and assist with obtaining your marriage license. We will arrange a professional photographer, florist and a bottle of champagne for the two of you to share after the nuptials.

You can also customise your package with additional services such as hair and makeup and transportation options.





KEY INFORMATION

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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 details of your dream wedding 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 wedding. 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 wedding!

PLANNING & UPDATES

This is the part where you get to relax and we get to work!

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

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 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.

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CANCELLATION

Our cancellation policy is designed to protect both our business and our clients' interests.

If you need to cancel your wedding, 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.

TESTIMONIALS



Jenna did an awesome job organising my son's 18th birthday. Jenna took care of every detail, from the cake and decorations to coordinating with the venue, ensuring everything ran smoothly on the day.

- *Amelie*

26/01/2025



Jenna was absolutely incredible. She transformed our wedding vision into a reality with genuine care. The coordination was seamless and she anticipated our needs before we even realised them.

- *Mary*

09/08/2024



Jenna took care of everything and I barely had to lift a finger. Everything was organised and coordinated down to the finest details. Was a pleasure to deal with and the whole process was super easy.

- *Michael*

28/11/2024

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FREQUENTLY ASKED QUESTIONS

WHY HIRE FLAWLESS FUNCTIONS AND WEDDINGS?

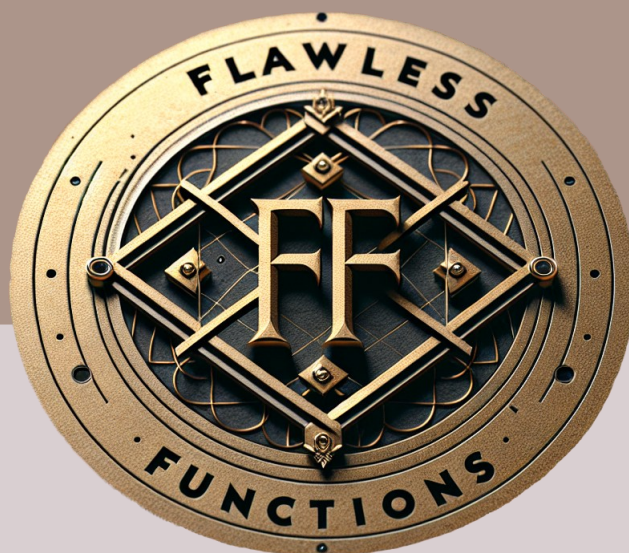
Choosing us means you're not just hiring a service; you're gaining a dedicated partner in creating your dream wedding. Our passionate team is committed to crafting a personalised experience that truly reflects your unique style and love story. We blend creativity with meticulous attention to detail, 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 wedding planning process, you will have complete control over every aspect of your special day. It's your day 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



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