

Mike Atchison Photography



Wedding Planning Guide

FOR LOVED-UP LEGENDS

2022

Ummm, hey there!

You're new here, so lemme introduce myself 😊

I'm Mike, and I bloody love a good wedding!!!

Especially the ones where the loved-up legends just do exactly what they want on their amazing day. I think that's why you're here... You want to have the most bloody incredible, loved-up heart-explodingly amazing day! So I'm stoked you found me. I've got ya back mate!

This guide was created to help my legendary couples and my future couples (that's you!) have an idea of what's involved in planning a day like that well ahead of schedule! My own little way of saying "heads up! Don't forget XYZ"!



I'm based in Geelong, but travel all over victoria for my couples, so if you're planning a wedding, and looking for a photographer, I'd love to buy you guys a coffee and tick off that photographer box in this whiz-bang wedding planner!

Happy planning!

Mike x

www.mikeatchison.com.au

Start Here...

Your non-negotiables

What makes our wedding
"Us"?

Wedding Day
Must-haves

The viibes of the day

The look of the day

Your Wedding At A Glance...

Engagement Photos

Date: _____ Location: _____ Time: _____

Engagement Party

Date: _____ Location: _____ Time: _____

Partner 1's Party

Date: _____ Location: _____ Time: _____

Partner 2's Party

Date: _____ Location: _____ Time: _____

Ceremony


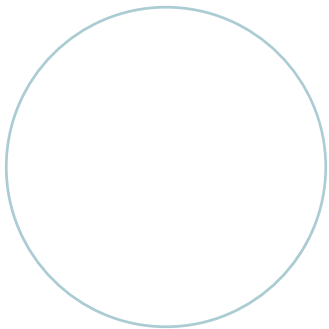
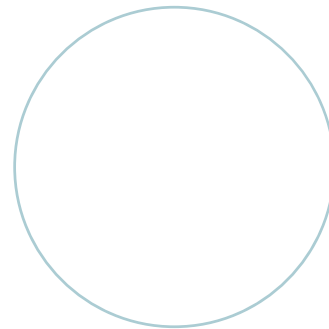
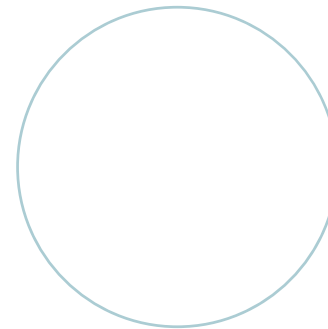
Date: _____ Location: _____ Time: _____

Reception

Date: _____ Location: _____ Time: _____


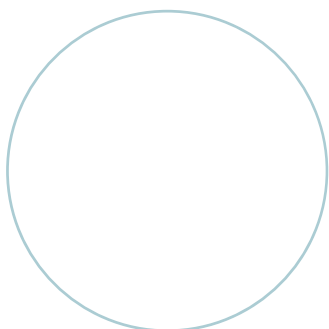
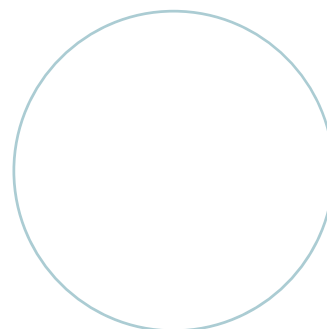
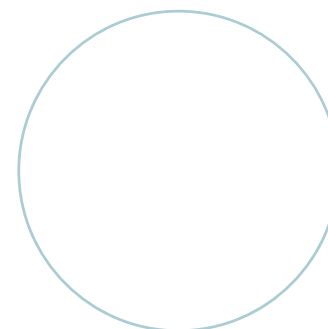
Inspo

Colour Combo #1


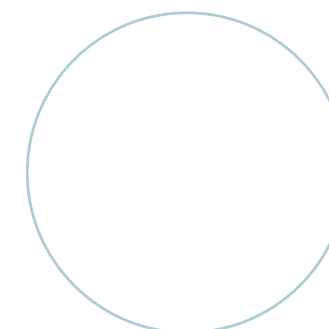
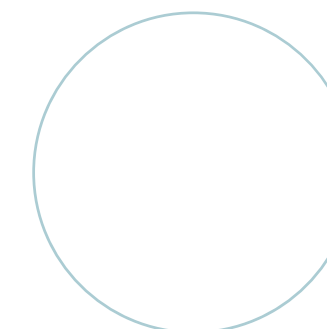
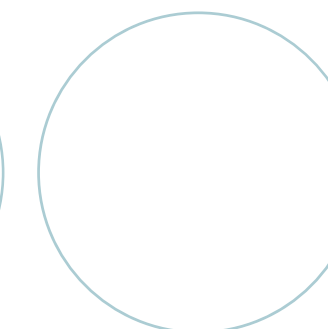
			
#	#	#	#

Pro-tip: Use the colour's HEX code.
This is the specific code that makes the colour you love!

Colour Combo #2

			
#	#	#	#

Colour Combo #3

			
#	#	#	#

The Most important people of the day...

And their best buds they couldn't be without on this MASSIVE day!

Team 1

Team Captain

Vice-Captain

Player 1

Player 2

Player 3

Team 2

Team Captain

Vice-Captain

Player 1

Player 2

Player 3

Let's talk CHOONES!!!

A party is only as good as the soundtrack,
so bring the FIRE!

The Ceremony

Wedding Party Arrival song: _____

Partner's Arrival song: _____

Signing the paperwork song: _____

Rescessional song: _____

The Reception

Entrance song: _____

First dance song: _____

Parents dance song: _____

Other special songs: _____

That's what They Said!

I love my couples... And they love me!
Naaaaaaw!

Jess & Matt

Truganina, VIC

Apart from choosing to marry my partner, Mike was the best decision we made for our wedding! My partner and I don't like photos, but Mike was professional, made us feel comfortable and got some absolutely amazing shots! We are beyond happy with how it all turned out. My grandparents loved him, which says volumes for his character and personality. Thank you Mike for capturing the memories of our special day!



Zoe & Emma

Ballarat, VIC

Mike was one of the best decisions we made for our wedding. He captured our day perfectly and we have so many amazing memories to look back on as a result of his photos! He was easy to communicate within the lead-up to our big day and was able to tailor his package to suit our needs. We received our photos back in a timely manner all edited to the highest standard. Would definitely recommend Mike to anyone looking to capture amazing memories!



Alyshia & Matt

Hamilton, Vic

Mike did an exceptional job photographing our wedding. From start to finish the process was made simple and straightforward. Leading up to the day Mike worked with us to establish what we were hoping for from our photos and made us feel very comfortable and at ease on the day. The results were nothing short of amazing. We would recommend Mike to anybody looking for a thoughtful, considered, talented and professional photographer.



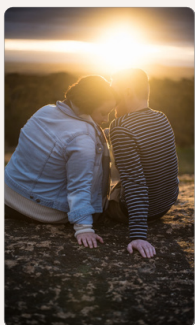
Bree & Sean

Geelong, VIC

Mike is the ultimate chilled professional.

He was spontaneous which captured the most beautiful images during our shoot. Communication was always easy, which is a huge plus. The photos we got back were breathtaking and ones we will cherish for life!

Definitely recommend Mike to anyone looking for a photographer, and we will definitely use him again.



Ideas for the Ceremony...

Options for your ceremony. Complete your ceremony

Welcome To Country

Processional

Handfasting

A Song

Presentation of Couple

A Reading

Recessional

Sacraficial lamb

Wait, what?!

Poems

Seating of Parents

Lighting of Candles

Acknowledgment of
passed family members

Pro-tip: Book an Engagement sesh to feel out your photographer!

YOU'LL GET COMFORTABLE WITH THE IDEA OF HAVING YOUR PHOTO TAKEN, AS WELL AS GET SOME EPIC SHOTS FOR YOUR SAVE THE DATE CARDS ETC.



I know a guy...

24 - 13 Months out

- Tell all your family and friends you're engaged!
- Insure your engagement ring
- Set up a wedding website (Bliss & Bone look amazing!)
- Start a Pinterest board... There will be MANY!
- Start planning your guest list to get a good idea of numbers
- Work out your wedding budget early and try your best to stick to it!
- Choose your wedding date/season
- Choose a wedding style/theme
- Chuck a huge engagement party
- Start touring venues

12 Months out

- Book reception venue if that's your thang
- Book your Celebrant
- Choose your wedding party
- Choose your color scheme
- Plan and budget for your honeymoon
- Order your passport if you plan to travel for your honeymoon
- Start planning out what you'll wear on the day and COMMENCE THE SHOPPING!
- Start researching your pre-wedding parties
- Hire a wedding planner (if necessary and budget permits)
- Have an engagement photoshoot

(pro-tip: this is a good way to find out in advance if you've chosen the right photographer for your wedding)

9 – 6 Months out

- Finalise your guest list
- Hire your photographer
- Book your DJ, band, or other entertainment
- Hire your florist, caterer, and other wedding vendors
- Order your invitations and thank you cards
- Purchase your wedding attire - Don't forget the wedding party too!
- Send out save the date cards
- Book any transportation needs and reserve hotel rooms for out-of-town guests
- Book a suite for your wedding night
- Revisit your budget to make sure you're on track and make any adjustments
- Confirm any rentals you may need, including a tent, tables, chairs, linens, and table settings

4 Months out

- Order your flowers
- Book your rehearsal dinner
- Decide on your hair and makeup style and book appointments with stylists
- Start writing your vows and choose any ceremony readings
- Create a schedule of the ceremony and reception activities
- Schedule fittings for yourself and your wedding party
- Purchase your rings
- Purchase gifts for your wedding party

2 Months out

- Send out your wedding invitations
- Start tracking RSVPs
- Meet with vendors such as the Celebrant & the Photographer
- Plan any name change documents and insurance
- Finalise your reception menu
- Finalise any outstanding vendor bookings
- Purchase a guestbook - Perhaps from your amazing photographer!
- Confirm any travel arrangements
- Get together with your bridal party to help you coordinate the details of the day
- Purchase your wedding accessories including shoes, jewelry, ring pillows, gloves etc.

1 Month out

- Finalise your wedding vows
- Have a trial hair and makeup day if required
- Finish tracking and following up RSVPs
- Final fitting of your gown/suit
- Pick up your wedding rings Start preparing DIY elements of your wedding
- Prepare thank-you cards

3 Weeks out

- Finalise your guest list and give a final headcount to your venues, caterer etc.
- Confirm all final arrangements with your vendors
- Send detailed instructions to your bridal party and vendors, including the final schedule for the ceremony and reception
- Provide a final song-list to your DJ/musicians
- Print place cards
- Prepare payment for all your vendors
- Write speeches
- Pick up your wedding dress/ suit

2 Weeks out

- Build a bridal emergency kit with tissues, lipstick, band-aids, a sewing kit, safety pins, etc.
- Check the weather forecast and make any required alternative plans

Notes:

7 Days out

- Have a pamper day. Couples massages and winery days are defs the way to go!
- Wedding rehearsal or pre-wedding dinner
- Pack all your wedding day items including your rings, booking receipts, passports, shoes, accessories, vows etc.
- Arrange for someone in your wedding party or family to transport any gifts or flower arrangements after the wedding
- Finish DIY elements and arrangements
- Arrange for return of rental items
- Get as much rest as possible

Your Wedding Day!

- Give the rings to the best man - make sure he doesn't lose them!
- Spend a lot of time getting ready
- Eat a BIG breakfast
- Attend hair and makeup appointments
- Include your photographer in the wedding preparation process
- Give your bridesmaids their gifts
- Get dressed
- Get married!
- PARTY YOUR ARSES OFF!



Forgotten Fees!

WEDDING PARTY PROPOSALS

1

Some couples want to ask their party members in a special way. This can add up if you have a large wedding party and want to make the proposal extra special with gift boxes and the likes.

GUEST TRANSPORT

3

If your venue is at a place where the terrain isn't so forgiving, you will need a way to transport guests to your wedding ceremony and reception.

POSTAGE FEES

5

If you send your invitations by hand, there will be a postage fee involved. Also, the heavier the envelope, the more expensive it will be.

SUPPLIERS' MEALS

7

Your DJ, and your photographer, will stay late at your wedding - they need to eat, too.

HAIR & MAKEUP TRIALS

9

Going for hair and makeup trials will save you a lot of drama and tears on your wedding day, but they do cost money.

EXTRA DECOR

11

Besides flowers, you'll need additional wedding decor to round off your wedding look. This can also add up significantly.

PRE-WEDDING OUTFITS

13

Your engagement shoot, rehearsal dinner or luncheon, and bride squad all need their own outfits. Make sure to budget for it.

WEDDING FAVORS

2

Sure, you have budgeted for it, but have you considered doing the math? E.g. a favor of \$3 for 100 guests will set you back at \$300. Also, DIY favors don't always work out cheaper.

WEDDING STATIONERY

4

Don't just budget for your wedding invitations. There are so much more: save-the-dates, thank you cards, table seating chart, etc.

MICROPHONES

6

You will need a microphone system at your wedding ceremony, too. Ask your DJ about this, as they should include it in their package.

BEAUTY TREATMENTS

8

Spray-tans, manicures, pedicures, facials, spa treatments, etc. all cost money. Rather be on the lookout for special offers and deals.

JEWELRY

10

You'll need jewelry to complete your bridal look. If you can't afford it, why not borrow some jewelry from a loved one?

HOTEL ROOM

12

For the night before the wedding. Luckily, you'll have a room to get ready in on the morning of your wedding day as well, if you book this.

EXTRA ALTERATIONS

14

With all the wedding stress, you're bound to lose some weight, and that calls for additional dress alterations.

Final Guest List

Names

Address

RSVP

Y/N

2022

January

SUN	MON	TUES	WED	THURS	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

NOTES:

2022

February

SUN	MON	TUES	WED	THURS	FRI	SAT
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

NOTES:

2022

March

SUN	MON	TUES	WED	THURS	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOTES:

2022

April

SUN	MON	TUES	WED	THURS	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

NOTES:

2022

May

SUN	MON	TUES	WED	THURS	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOTES:

2022

June

SUN	MON	TUES	WED	THURS	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

NOTES:

2022

July

SUN	MON	TUES	WED	THURS	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

NOTES:

2022

August

SUN	MON	TUES	WED	THURS	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOTES:

2022

September

SUN	MON	TUES	WED	THURS	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

NOTES:

2022

October

SUN	MON	TUES	WED	THURS	FRI	SAT
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOTES:

2022

November

SUN	MON	TUES	WED	THURS	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

NOTES:

2022

December

SUN	MON	TUES	WED	THURS	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOTES:



Table Seating

Table

1 2 3 4 5 6 7 8

Table

1 2 3 4 5 6 7 8

Table

1 2 3 4 5 6 7 8

Table

1 2 3 4 5 6 7 8

Table

1 2 3 4 5 6 7 8

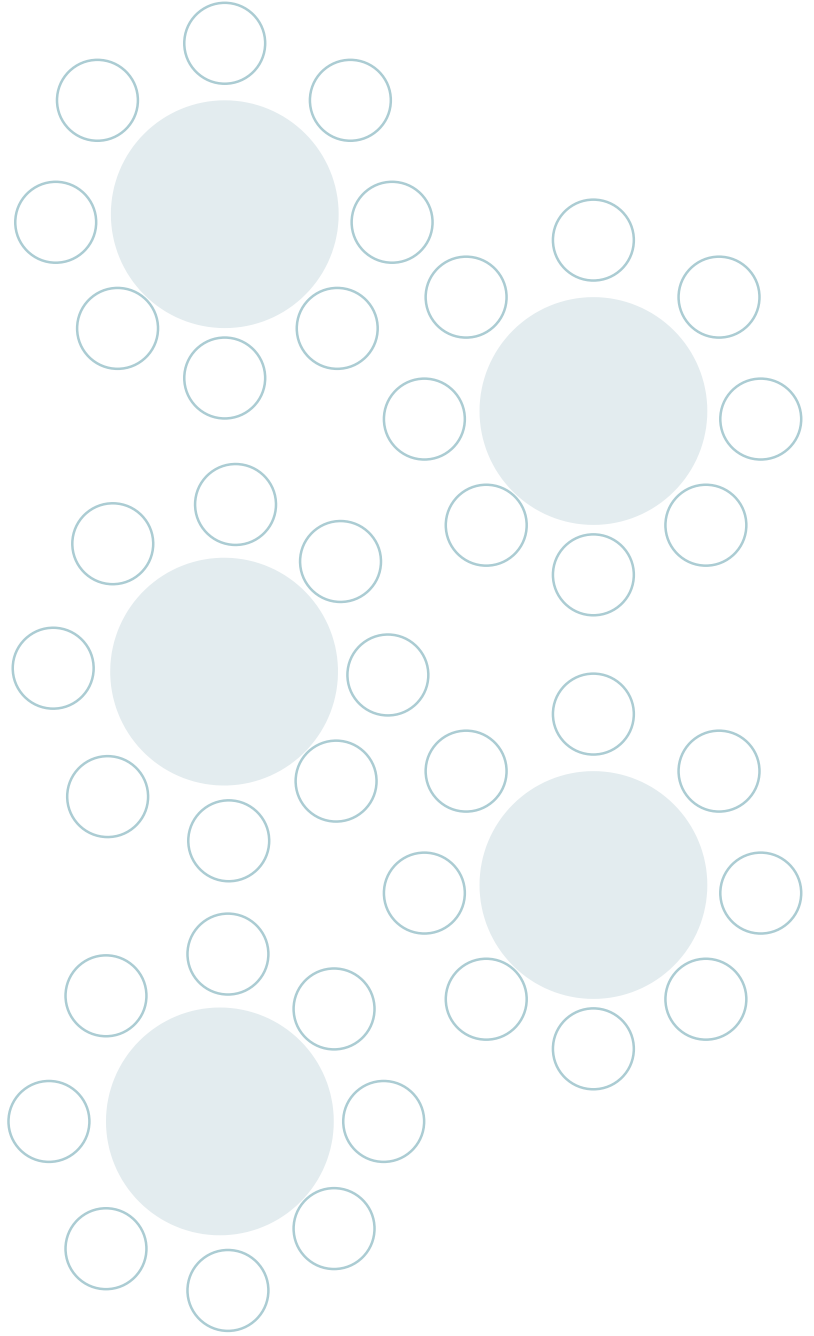


Table Seating

Table

1 2 3 4 5 6 7 8

Table

1 2 3 4 5 6 7 8

Table

1 2 3 4 5 6 7 8

Table

1 2 3 4 5 6 7 8

Table

1 2 3 4 5 6 7 8

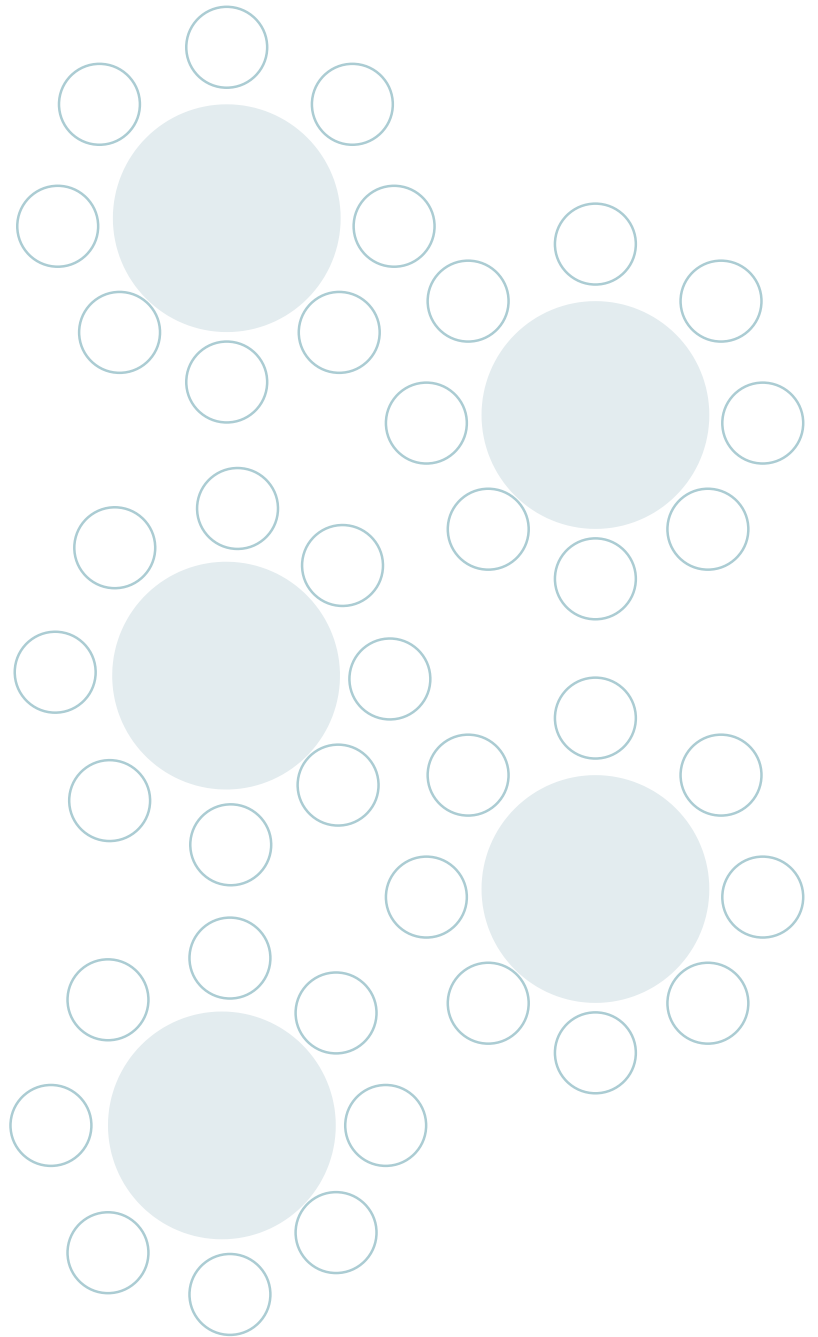


Table Seating

Table
1
2
3
4
5
6
7
8

Table
1
2
3
4
5
6
7
8

Table
1
2
3
4
5
6
7
8

Table
1
2
3
4
5
6
7
8

Table
1
2
3
4
5
6
7
8

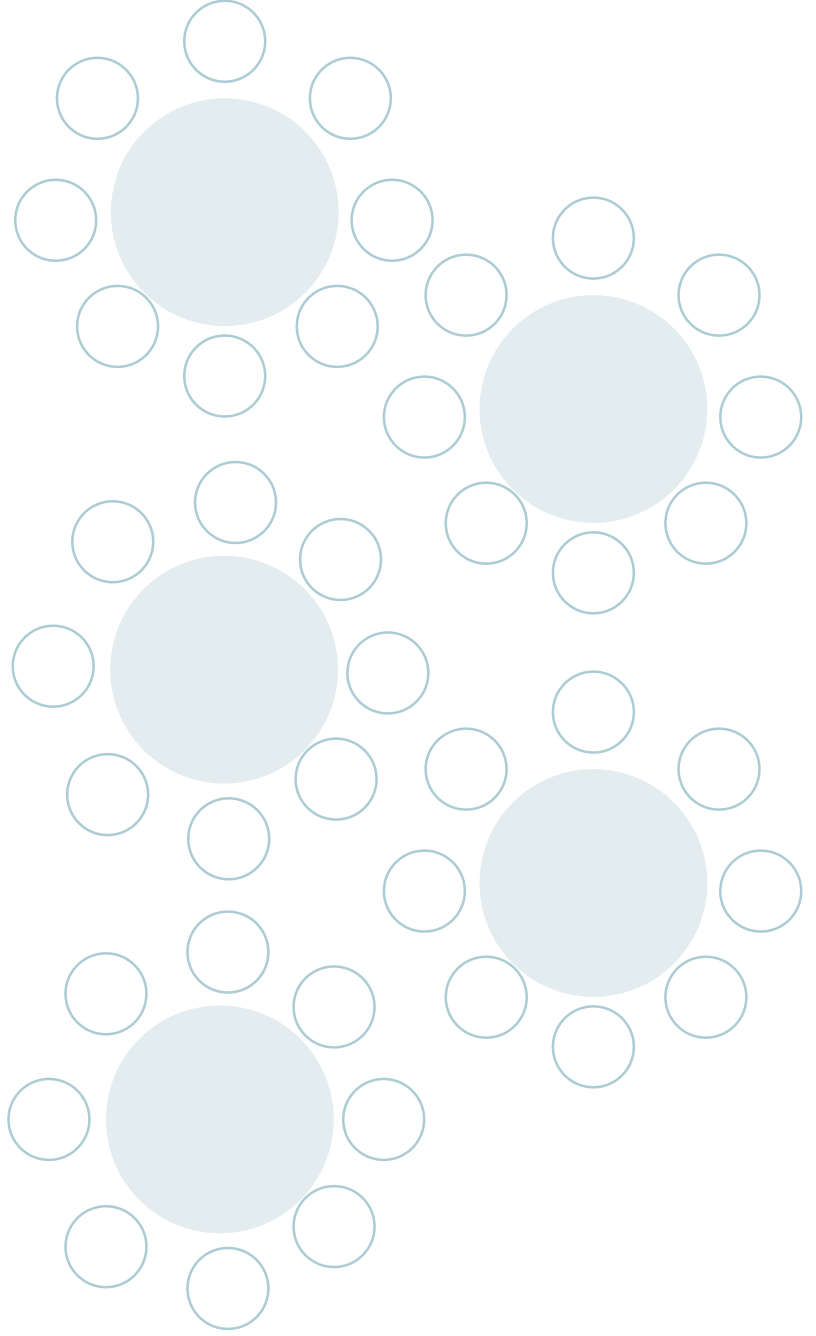


Table Seating

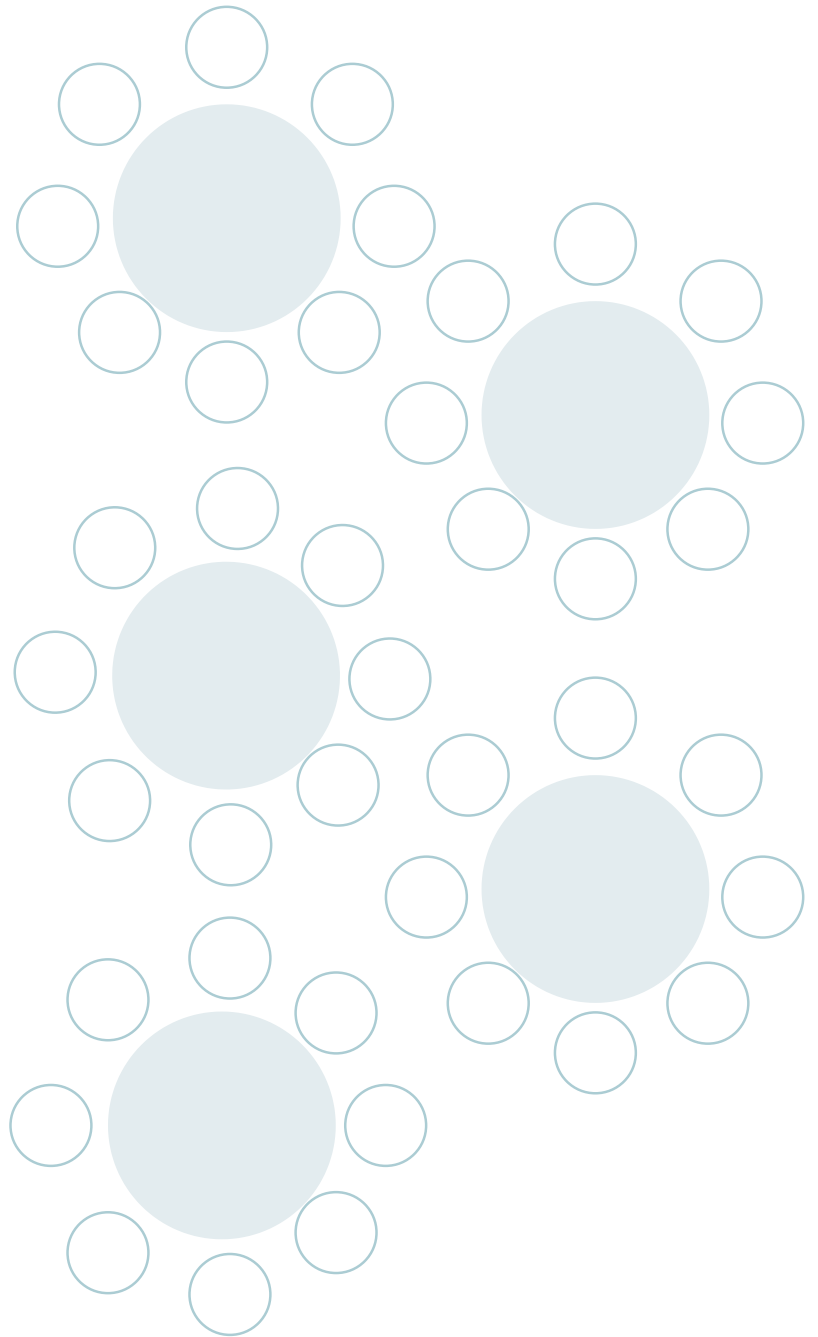
Table
1
2
3
4
5
6
7
8

Table
1
2
3
4
5
6
7
8

Table
1
2
3
4
5
6
7
8

Table
1
2
3
4
5
6
7
8

Table
1
2
3
4
5
6
7
8



Notes

Here's a picture of an English Muffin.



ENGLISH MUFFIN

The League of Legendãry Vendors...

(the super-best friends club)

Photographer

Celebrant

Florist

Wedding Co-ordinator

Florist

Entertainment

The League of Legendãry Vendors...

(the super-best friends club)

Venue Contact

Bridal/Suit Store
Contact

Cake Baker

Videographer

Transport

Other

The Budget...

Oh crap! Here come the spreadsheets!

CATEGORY/ITEM	BUDGETED AMOUNT	ACTUAL AMOUNT
THE VENUE		
PHOTOGRAPHER		
CELEBRANT		
VIDEOGRAPHER		
CEREMONY FLOWERS & DECOR		
RECEPTION FLOWERS & DECOR		
MUSIC & LIGHTING		
CAKE		
CATERING		
WEDDING WEAR & APPAREL		
HAIR, MAKEUP & BEAUTY		
GIFTS & FAVORS		
WEDDING STATIONERY		
TRANSPORTATION		
OTHER EXPENSES		
TOTAL		
GRAND BUDGET TOTAL		
AMOUNT SPENT		
AMOUNT LEFT		

Vendor Payment Tracker

SUPPLIER	TOTAL OWING	AMOUNT PAID	AMOUNT DUE	DUE DATE
TOTALS				

Vendor Record

VENDOR NAME:

CONTACT INFORMATION:

PRODUCT/SERVICE:

CONTRACT SIGNED? YES NO

PAYMENT DETAILS

PAYMENT METHOD:

PAYMENT DETAILS:

QUOTE/INVOICE RECEIVED? YES

AMOUNT QUOTED:

PAYMENT PLAN

6 MONTHS 3 MONTHS 2 WEEKS
 IMMEDIATELY AFTER WEDDING OTHER:

AMOUNT OWING:

AMOUNT PAID:

DUE DATE:

Vendor Record

VENDOR NAME:

CONTACT INFORMATION:

PRODUCT/SERVICE:

CONTRACT SIGNED? YES NO

PAYMENT DETAILS

PAYMENT METHOD:

PAYMENT DETAILS:

QUOTE/INVOICE RECEIVED? YES

AMOUNT QUOTED:

PAYMENT PLAN

6 MONTHS 3 MONTHS 2 WEEKS
 IMMEDIATELY AFTER WEDDING OTHER:

AMOUNT OWING:

AMOUNT PAID:

DUE DATE:

Vendor Record

VENDOR NAME:

CONTACT INFORMATION:

PRODUCT/SERVICE:

CONTRACT SIGNED? YES NO

PAYMENT DETAILS

PAYMENT METHOD:

PAYMENT DETAILS:

QUOTE/INVOICE RECEIVED? YES

AMOUNT QUOTED:

PAYMENT PLAN

6 MONTHS 3 MONTHS 2 WEEKS
 IMMEDIATELY AFTER WEDDING OTHER:

AMOUNT OWING:

AMOUNT PAID:

DUE DATE:

Vendor Record

VENDOR NAME:

CONTACT INFORMATION:

PRODUCT/SERVICE:

CONTRACT SIGNED? YES NO

PAYMENT DETAILS

PAYMENT METHOD:

PAYMENT DETAILS:

QUOTE/INVOICE RECEIVED? YES

AMOUNT QUOTED:

PAYMENT PLAN

6 MONTHS 3 MONTHS 2 WEEKS
 IMMEDIATELY AFTER WEDDING OTHER:

AMOUNT OWING:

AMOUNT PAID:

DUE DATE:

Vendor Record

VENDOR NAME:

CONTACT INFORMATION:

PRODUCT/SERVICE:

CONTRACT SIGNED? YES NO

PAYMENT DETAILS

PAYMENT METHOD:

PAYMENT DETAILS:

QUOTE/INVOICE RECEIVED? YES

AMOUNT QUOTED:

PAYMENT PLAN

6 MONTHS 3 MONTHS 2 WEEKS
 IMMEDIATELY AFTER WEDDING OTHER:

AMOUNT OWING:

AMOUNT PAID:

DUE DATE:

Vendor Record

VENDOR NAME:

CONTACT INFORMATION:

PRODUCT/SERVICE:

CONTRACT SIGNED? YES NO

PAYMENT DETAILS

PAYMENT METHOD:

PAYMENT DETAILS:

QUOTE/INVOICE RECEIVED? YES

AMOUNT QUOTED:

PAYMENT PLAN

6 MONTHS

3 MONTHS

2 WEEKS

IMMEDIATELY

AFTER WEDDING

OTHER:

AMOUNT OWING:

AMOUNT PAID:

DUE DATE:

How will you remember your wedding day?

I offer stunning handcrafted Wedding Albums to store your most favourite images for life... And then some!

Keeping with my promise to use the best local experts available, my albums are customised and handcrafted right here in Melbourne by some of the best in the industry.

You owe it to yourselves and your future family to have one of these incredible artworks in your life. Check out these pics from my supplier!



Gifts Received from...

Names

Gift

Thank-you
Sent

Names	Gift	Thank-you Sent

Gifts Received from..

Names

Gift

Thank-you
Sent

Names	Gift	Thank-you Sent

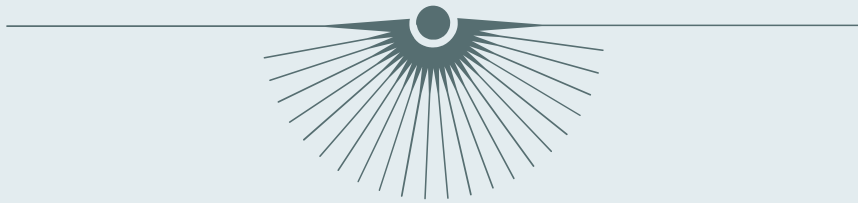
THANK-YOU!



My goal is to deliver beautiful wedding images that capture all of the special moments from your day. My approachable style makes it easy for me to connect with my clients on their big day, making them feel relaxed in front of the camera so they can enjoy every moment.

I'm here to give you all the tools and resources so that your day will be captured in a way that captures the love, joy, and happiness of your one amazing day. This guide is just the beginning.

Mike Atchison Photography



Wedding Photography for
loved-up legends all over
Victoria.

0408367161
www.mikeatchison.com.au

