



**Katie Clayton**  
**Commonwealth Registered Marriage Celebrant**  
**Contact Number: 0451 029 499**  
**Email: [Katie@happilyeveraftercelebrant.com.au](mailto:Katie@happilyeveraftercelebrant.com.au)**

## Suggested Timeline and Information of Legalities

This is a rough timeline based on a wedding where we have at least four months to prepare for the big day.

The idea of this timeline is to space out the activities I need completed in order to write your ceremony as well as have the wedding legally recognised in Australia. Once a Couple engages my services I create a timeline that is personalized to the amount of time we have to prepare for your special day and also any other requirements that you have.

My timelines are just a guide, we can meet earlier or later (as long as within legal timeframes) to complete documents based on the needs of the Bride and Groom.



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WHAT NEEDS TO BE COMPLETED	WHEN IT SHOULD BE COMPLETED	WHY IT SHOULD BE COMPLETED	ANY SPECIAL NOTES
INSPIRATIONAL USB AND LETS GET TO KNOW THE BRIDE AND LETS GET TO KNOW THE GROOM QUESTIONNAIRE RETURNED	I ask for these to be completed and <b>returned 4 months before            the wedding</b> . This allows enough time for me to create your ceremony.	Gives me an insight into your relationship and what sort of ceremony that you would like. I then use this information to create a draft ceremony.	The more information you provide the more detailed ceremony I can write for you.
NOTICE OF INTENDED MARRIAGE RETURNED TO ME	I ask for these to be returned between the <b>3 and 4 months            before the ceremony date</b>	This is the first document that needs to be complete to give notice that you are looking to get married. It provides a range of information that is needed in order to identify who you are.	A Notice of Intended Marriage must be completed no later then 1 month before the ceremony but no earlier then 18 months before the ceremony



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<p style="text-align: center;">NOTICE OF INTENDED MARRIAGE SIGNING AND CEREMONY READ THROUGH CONDUCTED</p>	<p>A mentioned previously the timeframe which a Notice of Intended Marriage can be legally signed within is a maximum of 18 months before the ceremony and a minimum of 1 month before the ceremony</p> <p>I usually organized them to be signed <b>roughly 2 months before the ceremony date</b></p>	<p>When the Notice of Intent to Marry is returned to me I register the information on the online portal. I will then make a meeting with you to sign this document as well as conduct a read through of the draft ceremony I completed for you.</p> <p>Once the ceremony read through is conducted I will email you a copy. You have to the rehearsal or logistics meeting to make as many changes as you like to the ceremony. After the logistics meeting/rehearsal the ceremony is locked in for your big day.</p>	<p>I will provide the typed and completed Notice of Intended Marriage Document to be signed.</p> <p>AT THIS POINT ORIGINAL ID MUST BE SIGNED. OPTIONS THAT SUFFICE ID REQUIREMENTS:</p> <ol style="list-style-type: none"> <li>1. PASSPORT</li> <li>2. BIRTH CERETIFICATE AND PHOTO ID (Drivers license)</li> </ol> <p>IF A PERSON HAS BEEN MARRIED PREVIOUSLY: DIVORCE, NULLITY OR DEATH CERTIFICATES/ORDERS MUST ALSO BE VIEWED AT THIS TIME.</p>



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<p>NO LEGAL IMPEDIMENT TO MARRY SIGNING</p>	<p>As close to the wedding as possible usually <b>completed at the rehearsal or logistical final meeting</b></p>	<p>This document is a form of a stat Dec that is the final document you need to sign before the wedding. It is a declaration that the bride and groom understand what a marriage is, that they are going to be getting married, that they have never been married and if they have that any divorces are final or if the marriage ended due to a member passing away that a death certificate has been viewed by the celebrant.</p>	<p>I will print and provide all the documentation</p>
<p>REHEARSAL OR LOGISTICAL FINAL MEETING</p>	<p><b>Two to Three weeks before your wedding day</b></p>	<p>Helps set a plan for the day, understand how the bride, groom and bridal party will stand, and walk. Will confirm who the two witnesses signing the documents will be and</p>	<p>Can have a rehearsal at the venue if required or requested, if not we will have a logistical meeting to go through the logistics of the wedding ceremony</p>



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		proofing all the documents that will be signed on the day to make sure they are correct.	
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## WEDDING DAY

On the day we will sign the marriage register, the certificate of marriage and the decorative marriage certificate. All which I will supply ready to be signed.

The decorative marriage certificate will be yours to take away on the day but cannot be used to change your name.

### **AFTER YOUR WEDDING DAY.**

I will then submit all the documents in both paper copy and electronically to BDM.

I will send you an email to let you know how to apply for your certificate and a follow up email when I am notified that your wedding had officially been registered.