

WEDDING CHECKLIST

As early as possible

- _____ Call the Church Office to tentatively reserve the Sanctuary and to schedule a meeting with the Minister.
- _____ After your first session with the Minister and your date has been confirmed, call the Wedding Coordinator to announce the date and time of your rehearsal and wedding.
- _____ Call the church organist to schedule your wedding and rehearsal.
- _____ Book Fellowship Hall if desired or another reception location.
- _____ Determine who your ushers/attendants will be and invite them to participate.

One Month Before the Wedding

- _____ Marriage License: Apply for your license keeping in mind that there is a 72 hour mandatory wait, therefore do not wait until the last minute.
- _____ Contact the organist to discuss any special musical requests and to finalize the general music used for processional and recessional.
- _____ Purchase wedding bulletin covers, should you desire.
- _____ Make final arrangements for wedding flower arrangements and/or church decorations.
- _____ Bring appropriate checks to the Church office and give them to the Church Secretary. (Sexton, Organist, Minister, Church Sanctuary)

One Week Before the Wedding

- _____ Remind wedding party, parents and other participants in the wedding service about the time of the rehearsal. Please be aware of traveling time for each person and schedule a realistic starting time for the rehearsal.
- _____ Call the Wedding Coordinator should you have any changes or special arrangements pertaining to your rehearsal or wedding day.

The Wedding Rehearsal

- _____ Marriage license must be brought to the Church.
- _____ The wedding party, parents, soloists (if needed), speakers pertaining to the wedding service and any other key people with regard to the wedding itself must be invited to the rehearsal.
- _____ Arrival times for the wedding will be discussed per the meeting with the wedding coordinator.
- _____ Provide honorarium for Pastor if not previously provided.

Wedding Day

- _____ Back-up plan for the marriage license: If the license has not been brought to the rehearsal, then it MUST be brought to the wedding and given to the Minister.
- _____ Rings must be brought to the Church.