

Pre-Ceremony Checklist

Wedding of _____ and _____

Wedding Date: _____

_____ Meet with the wedding coordinator to submit the signed agreement, required deposit, tour the facilities, and discuss ideas.

Call Ellen Hays at 624-8367 to schedule or email her at ellenhays@charter.net

_____ Date is officially on the calendar.

_____ Pre-marital Counseling Experience

Contact Rev. Dr. Steve Heitkamp, D.Min, LCPC (IL), AAPC Fellow at Belleville Union United Methodist Church by calling 618-367-2194. The cost is \$100 and should be paid as instructed by Rev. Dr. Heitkamp.

_____ Meet with the officiating pastor to discuss plans for the ceremony.

After the "Premarital Counseling Experience

_____ Obtain marriage license from the St. Clair County Courthouse.

The marriage license is good for 60 days once issued.

_____ Complete the "Wedding Worksheet" and return to the wedding coordinator

At least two weeks prior to the wedding.

_____ Meet with the wedding coordinator to discuss and make final plans.

Approximately 1-2 weeks prior to the wedding.

_____ Final payment of all fees is due on or before the day of the rehearsal

Contact Ellen Hays to make payments.

_____ Give marriage license to the pastor at the rehearsal