

Wedding Worksheet

Wedding of _____ and _____

Wedding date _____ Time _____ Rehearsal date _____ Time _____

Pastor Name _____ Church _____

Number of guests expected _____ Colors of the Wedding _____

Decorating may be done the day before the wedding. Requested time: _____

Photographer _____ Phone _____

Videographer _____ Phone _____

Florist _____ Delivery date _____ Delivery time _____

Who will pin on flowers? _____

Other items to be delivered:

Item: _____ Company _____ Date _____ Time _____

Item: _____ Company _____ Date _____ Time _____

Item: _____ Company _____ Date _____ Time _____

Alter Arrangements/Decorations: (Please note: Musical equipment on the platforms can be hidden or disguised but it CANNOT be unplugged/moved.)

Location of wedding party at the altar: _____

Musicians needed: _____

Vocalist(s): _____

Programs: _____ Guest Book Attendant: _____

Should the groom see the bride before the ceremony? _____

Please NOTE: The church is available up to three hours prior to the wedding.

Bride's arrival time: _____ Groom's arrival time: _____

Briefly explain when your pictures will be taken. _____

Prelude Music: _____

Usher Names: _____

Candle Lighters: _____

Seating Grandparents Music: _____

Special circumstances: _____

Groom's Paternal Grandmother _____ Escorted by: _____

Groom's Maternal Grandmother _____ Escorted by: _____

Bride's Paternal Grandmother _____ Escorted by: _____

Bride's Maternal Grandmother _____ Escorted by: _____

Seating Parents Music: _____

Special circumstances: _____

Groom's Parents _____ Escorted by: _____

Bride's Parents _____ Escorted by: _____

Are the parents to do anything with a unity candle/sand? If so, special Instructions

Are you using an aisle Runner: _____ (the church does not provide an aisle runner)

If so, instructions: _____

Are the groomsmen entering with the GROOM or BRIDESMAIDS? (circle one)

Bridesmaid Entrance Music: _____

Maid/Matron of Honor

Best Man

Bridesmaids:

Groomsmen:

Flower Girl: _____

Ring Bearer: _____

Miniature Bride: _____

Miniature Groom: _____

Are the children involved to: STAND (with the wedding party) or SIT (with family).

Other instructions for kids: _____

Bride Escorted by: _____

Music: _____

Bride Given in marriage by: _____

Will there be scriptures read by someone other than the pastor? _____

If so, how many readers? _____

Unity Candle/Sand Music: _____

Other special events in the ceremony/special instructions:

Recessional Music: _____

Dismissal Instructions for your guests:

Will there be a receiving line at the church? YES or NO

If so, who will be included in the receiving line? _____

Instructions: _____

Will anything be given to guests upon leaving the church? YES or NO

Instructions: _____

Reception Location: _____

Are you providing your guests with directions to the reception? _____

Do you need a gift table at the church? _____

Clean Up: It is very important that the church and all areas used are returned to the original condition. All trash should be placed into trash cans. All items which were moved and used to decorate must be returned to their original positions.

Who is responsible for cleaning up the area where the ladies will be getting ready?

Who is responsible for cleaning up the area where the men will be getting ready?

Who is responsible for cleaning up the worship center after the ceremony ensuring all decorations are removed and any items borrowed from the church are returned to their original location? _____

Who is responsible for rented item pick up? _____

When will rented items be picked up? _____

Once the wedding coordinator ensures all areas are cleaned and items are returned to their proper location, the deposit should be mailed to:

Name: _____

Address: _____