

Timing	Check	Item	Preperation
1 year to 6 months in advance		1	confirm sanctuary or chapel wedding date and time
		2	confirm rehearsal date and time
		3	complete, sign and return reservation form
		4	pay \$400 deposit
		5	advise WC of your 1st, 2nd & 3rd choice of minister
		6	receive minister's commitment from WC
		7	contact mininster to make appointment to meet
		8	arrange for pre-marital counseling
		9	complete and return wedding party listing to WC
		10	forward guidelines to florist, photographer, videographer
		11	receive Wedding Music Sampler CD prepared by church organist
		12	determine if you will include soloist(s), choirs, musicians
		13	receive suggestions of additional musicians from church organist
		14	receive and review first draft of the rehearsal worksheet
6 months to 6 weeks in advance		1	pay balance of reservation fee
		2	convey scripture/reading selections to WC
		3	convey 4 music selections to WC
		4	convey additional musical information/requirements
		5	meet with minister
		6	attend/complete pre-marital counseling
		7	follow-up with florist, photographer, videographer - forms sent to WC
		8	continue to receive and review revised rehearsal worksheet
6 weeks to 2 weeks in advance		1	submit program draft to WC for review/approval
		2	print approved programs
		3	continue to receive and review revised rehearsal worksheet
		4	review seating arrangements for family and wedding party members and advise WC
		5	arrange for bottled water and snacks in wedding party prep rooms

Monday Before Wedding		1	receive and review final rehearsal worksheet
		2	continue to receive and review revised rehearsal worksheet
Friday Rehearsal		1	Arrive 15 minutes before the assigned rehearsal time
		2	Bring:
			1. Your valid marriage license and return envelope if there is one
			2. The \$400 honorarium for the minister (cash or a check made out to the minister)
			3. Your printed programs
			4. The Ring Bearer's pillow
			5. The guest book/pages
Saturday Wedding Day		1	Arrive at the agreed time
		2	Relax and enjoy the preparation time and photos
		3	With the assistance of the minister, enter into a covenant of marriage with each other
		4	Celebrate your day