

WEDDING PLAN FOR COUPLE/COORDINATOR

(To be completed by Couple and Coordinator and copy passed onto Pastor at least 1 month prior to ceremony)

Church _____ Phone _____

Wedding Coordinator _____ Phone _____

Bride _____ Best Time to be Reached _____

Phone _____ Work _____ Cell _____ Email _____

Groom _____ Best Time to be Reached _____

Phone _____ Work _____ Cell _____ Email _____

Contract signed and returned with payment made? **Yes / No** Policy read? **Yes / No**

Wedding Date _____ Time _____ Rehearsal date _____ Time _____

Will you need to decorate the sanctuary prior to the rehearsal? **Yes / No** When? _____ Rehearsal Attire _____

Seating arrangements (Will there be a Bride's side and a Groom's side? Who will sit in the reserved seats in the front?) _____

Pastor(s) _____ Phone _____

Will both sets of parents be present? _____ Number of guests expected _____

Father of Bride _____ Step Father of Bride _____

Mother of Bride _____ Step Mother of Bride _____

Father of Groom _____ Step Father of Groom _____

Mother of Groom _____ Step Mother of Groom _____

Siblings _____

Technician (will be provided) _____

Do you need a pianist? Y/N Name of Pianist provided by church _____ Phone _____

Vocalist(s) _____ Phone _____

Other _____ Phone _____

Other musician(s) _____ Phone _____

Music selections approved? _____

No. of music stands _____ No. of Folders _____

Microphones _____ Location _____

Video operator _____ Photographer _____

Florist _____ Arrival of florist _____

Who will remove flowers _____ Phone _____ Limousine Y/N Phone _____

Will programs be used? **Yes / No (be sure to bring to rehearsal)** Color scheme of wedding _____

Church open _____ Arrival of wedding party _____

Women: _____ dress at home _____ dress at church **Men:** _____ dress at home _____ dress at church

Who will pin on corsages and boutonnieres? _____

Who will coordinate Pictures? _____

Will pictures be taken before the ceremony? **Yes / No**

Who _____ Where _____ When _____

Guest book attendant _____ Gift attendant _____ Parking Attendant _____

Church items to be used or to be ordered by Bride and Groom:

_____ candelabra(s) – church _____ podium for guest book – church

_____ unity candelabra - couple _____ gift table – church

_____ kneeling bench – church _____ candle lighters (torches) – church

_____ candles (number) – couple _____ aisle runner – couple

_____ other _____

Items to bring to rehearsal (Bride):

- _____ ribbon bouquets
- _____ rings
- _____ programs
- _____ cake knife and server
- _____ snack for wedding day
- _____ gowns/tuxedos
- _____ slide show
- _____ license
- _____ maps
- _____ guest book and pen
- _____ candles
- _____ other _____

Which communion table will be used? _____

Will there be food in the rooms? **Yes / No** Who will put it out? _____ Clean it up? _____

Will you need access to the cooler in the kitchen (water, fruit, veggies, flowers)? **Yes / No**

Order of Service:

Please fill in the areas that are applicable. Be sure to discuss with the Pastor the order and elements.

Will there be a slide show? **Yes / No** When? _____ Length? _____

Prelude begins at _____ Candelabra lit at _____ Who? _____

Mothers light candles _____

Mother of the Bride's escort _____

Mother of the Groom's escort: _____

Grandparents' _____

Grandparents escort _____

Special Music:

Song	Singer	Where in Service?
_____	_____	_____
_____	_____	_____

Scripture Reading: What _____ Who _____

Groomsmen: (Name in order of standing beginning with the Best Man)

- 1. (Best Man) _____ 2. _____
- 3. _____ 4. _____
- 5. _____ 6. _____

Bridesmaids: (Name in order of standing beginning with the Maid/Matron of Honor)

- 1. (Maid/Matron of Honor) _____ 2. _____
- 3. _____ 4. _____
- 5. _____ 6. _____

Flower girl: _____

Ring bearer: _____

Wedding Party enter as _____ Pairs or _____ Single

Bride and father or other escort _____

Face veil? _____ Who will lift? _____ When? _____ Roses for mothers Y /N Given when _____

Guests dismissed by Usher _____ At one time _____ Bride/Groom _____

Reception:

Held at church? _____ Outside site? _____

Date and facilities cleared Y/N

Person(s) in charge of reception: _____ Phone _____

Place and table card attendant: _____ Phone _____

Other instructions:
