

ceremony checklist

General Information

- Location _____
- Time _____
- Officiant _____
- Marriage license _____

Site Details

- Site address _____
- Room name _____
- Contact _____
- Phone _____
- Email _____
- Maximum number of guests _____
- Special ceremony requirements _____
- Any restrictions on:
 - Music _____
 - Decorations _____
 - Flowers _____
 - Photography _____
 - Throwing rice, birdseed, etc _____
- Site provided accessories:
 - _____
 - _____
 - _____
- Facilities for bridal party dressing room _____
- Fees for:
 - Building \$ _____
 - Parking \$ _____
 - Custodian \$ _____

Service Details

- Decide on any ceremony elements/traditions you want included in service
 - _____
 - _____
 - _____
 - _____
- Meet with Officiant to discuss ceremony structure and any requirements
- Talk with people you would like to do special performances/readings
 - _____
 - _____
 - _____
- Vows _____
- Ceremony program _____
- Finalize ceremony details
- Rehearse ceremony
 - Date and time _____
- After rehearsal dinner location _____
 - Date and time _____
 - Number of guests _____
- Rehearsal invitations

The Scouler Building Ballroom



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