

Ceremony CHECKLIST

CEREMONY VENUE

- Gather and then narrow down your top venue choices.
- Schedule appointments to visit potential ceremony sites.
- Reserve the venue for your desired wedding date.
- Sign the contract and pay the deposit.

OFFICIANT

- Book your officiant.
- Schedule premarital counselling sessions, if required.

CEREMONY

- Prepare your vows and choose a vow book.
- Work with your officiant on other parts of ceremony.
- Select readings and/or special songs.
- Assign readers.

OTHERS

- Research about local marriage license requirements.
- Obtain your marriage license.
- Obtain any other religious documents, if needed.
- Prepare an emergency kit.
- Purchase your wedding rings.
- Confirm all your wedding ceremony details with the officiant and your wedding planner or coordinator.

ATTENDEES

- Decide the order of attendants for processional.
- Decide on seating arrangements and if you will have reserved seating.
- Assign attendant/s to distribute ceremony programs.
- Assign entourage or family member/s to usher guests.
- Assign entourage or family members to assist with gathering all the members of the processional.

DECORATIONS & STATIONERY

- Reserve any rental items needed.
- Check if the ceremony venue offers basic flowers.
- Order additional ceremony flower arrangements, if needed.
- Prepare the ceremony program.
- Prepare any signages.
- Purchase any items necessary for ceremony customs.
- Purchase pillow for ring bearer and a basket and flower petals for flower girl(s).
- Purchase items needed for exit from ceremony.

MUSIC

- Choose and book a choir or singer or assign singers from family and/or friends.
- Select the music for ceremony including prelude music, processional, the bride's entrance, and recessional.