

Wedding Checklist

60 Days Before Wedding

- Order Wedding Programs from Caryn at church office (optional)
- Premarital counseling
- Begin reading & praying together
- Date nights - once per week

30 Days Before Wedding

- Obtain marriage certificate

1 Week Before Wedding

- Any music sent to audio person

Rehearsal

- Wedding Programs
- Honorarium payment envelopes
- Decorations
- Rings
- Marriage Certificate
- Unity Candle

After Wedding (for clean up crew)

- Cleanup sanctuary & chairs
- Cleanup decorations
- Sweep any birdseed in front and stairs
- Rearrange chairs
- Some flowers may be gifted to church

Wedding Checklist

Wedding Assistant Job Description

Coordinates attendants procession

Placement for optimal photos

Directs photographer for instructions

Little things

Last minute things

Lights, fans, etc.

Assists to coordinate with pastor, sound tech, singers, etc

Coordinates service to run as planned

Directs ushers and wedding party

Arrives early, stays late - opens & closes church

Instructs cleanup crew

Final preparations & details with couple the week before the wedding
(typically over the phone & followed up by email)