

# 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       | _____ slide show         |
| _____ rings                 | _____ license            |
| _____ programs              | _____ maps               |
| _____ cake knife and server | _____ guest book and pen |
| _____ snack for wedding day | _____ candles            |
| _____ gowns/tuxedos         | _____ 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:

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