****

**Brides Full Name   
+**

**Grooms Full Name**

**FULL NAME OF VENUE**

**TIME OF CEREMONY**

**Officiant** (Full Name and Title)

|  |  |
| --- | --- |
| **Organist /Pianist / Muscian**   **(Full Name)** Phone Number Email Address | **EMCEE:**  **(Full Name)** Phone Number Email Address |
| **SOLOIST/CANTOR** for HYMNS **(Full Name)** Phone Number Email Address | **DJ  (Full Name)** Phone Number Email Address |
| **PERSON TO PLAY Pre-Recorded Music if not DJ  (Full Name)** Phone Number Email Address |  |

**Please select 4 Ushers**Ushers are to be selected from family/friends to distribute programs, direct guests to the restrooms, ceremony area, cocktail area and Seating of Guests at the Reception etc. Ushers can also be outsourced at an additional cost at $6500 Per Usher + Travel for out of Town Weddings

1. **(Full Name)|** Phone Number | Email Address
2. **(Full Name)|** Phone Number | Email Address
3. **(Full Name)|** Phone Number | Email Address
4. **(Full Name)|** Phone Number | Email Address

**Guest Count must include : ????**# Guests (Inclusive of Bride and Groom & Parents & Bridal Party) = Kids =Vendors =

**NOTES FOR EMCEE**   
Please list the names of All Bridal Party & Family Members Phonetically for your Emcee

**EXAMPLE: Sash- ena Stew- art**

|  |  |
| --- | --- |
| **Name of Maid of Honour :**  (Full Name) | **Name of Best Man:**  (Full Name)| |
| **Name of all Bridesmaids:**  (Full Name)  (Full Name)  (Full Name)  (Full Name)  (Full Name) | **Name of all Groomsmen:**  (Full Name)  (Full Name)  (Full Name)  (Full Name)  (Full Name) |

**Flower Girl:** (Full Name)

**Ringbearer/Sign Boy** (Full Name)

**Name of Brides Parents in Attendance** (Full Name) + (Full Name)

**Name of Groom Parents in Attendance** (Full Name) + (Full Name)

**EMCEE ANNOUNCEMENTS ( delete all that do not apply)**

* When Posting your Photos Please use the Hashtag**: #???????**
* This is a Media Free Wedding/Unplugged wedding please turn off their phones, ipads, cameras and other digital distractions during the ceremony or reception.
* The Tables are named After..... ( if the tables have names and not numbers )
* There is A Dessert station
* There is a Coffee and Tea Station

**Dinner Notes**  
Tonight our meal will be **Plated | Buffet**

**If Plated**

* the Head table and Family Tables will be served first
* Soup/Salad will be served

**If Buffet**

* Soup will be served
* Head Table Will be Served After which Tables will be Called to the Buffet line 2 at a time

**Reserved Seating**

* **Tables X, X, X,  and X** are reserved All other Tables are open for Free Seating  OR

OR

* Please refer to the Seating Chart to find your Seats

**CEREMONY**

**Prelude Music**  
 {1/2 hour before the begiing of the Ceremony Music will be played during the arrival of Guests}

**WIll the Groom Walk Up the Center Aisle or WIll he Stand at the Top of the ALTar**

**Grooms ENTRANCE** (Optional)*Song Name + Artist*

**WHo will Escort Bride ?  
WHo will Escort Brides Mother ?  
Will his Parents be walking up together ?**

**Seating of the PArents** (Optional)  
*Song Name + Artist*

**WIll the GIrls Walk up Escorted or Alone**

**Bridal Party Entrance**   
*Song Name + Artist*

Bridal party walks down aisle in following order:  
This Can be in Hight Order Tallest to shortest or this can be decided at the rehearsal

**RIng Bearer   
  
FLOWER GIRL**

**Brides Entrance**   
*Song Name + Artist*

**Welcome**

**Prayer**

***READING #1****(Name of Verse, Scripture Reading, Poem,)****Read by*** *Name of Family Member*

{INSERT READING HERE}

***READING #2 Optional****(Name of Verse, Scripture Reading, Poem,)****Read by*** *Name of Family Member*   
  
{INSERT READING HERE}

***The Message***

***Marriage Rite***

***Vows  
TRADITIONAL / CUSTOm***

***Blessings and Exchange of rings***

***Unity CEREMONY*** Read by *Name of Family Member*

{INSERT READING HERE}

***Signing of the Register***

***Musical Selection***  *Song Name + Artist*

***Presentation of the couple***

***Nuptial Blessing***

***Recessional****Song Name + Artist*

******

|  |
| --- |
| **CEREMONY NOTES**  Reserve Front Row for Parents **YES/NO**   Who will be in charge of flower girls or ring bearers at Ceremony and Reception **??????**  Will there be a Water Station? **YES/NO**  Programs to be **Handed Out or in Baskets** |

**COCKTAIL HOUR  
COCKTAILS LOCATION:**

|  |
| --- |
| **COCKTAIL NOTES  Type of Music to be Played**  By: (Full Name of Person/Company) |

**PHOTO SESSION AT CEREMONY**Formal family photos and wedding party photos are taken - Delete all that do not apply

**BRIDE & GROOM With Everyone**

|  |  |
| --- | --- |
| **BRIDE & GROOM With Brides Family**   1. BRIDE AND GROOM with Grand parents, Aunts, Uncles, Cousins 2. BRIDE AND GROOM + Grand Parents + Bride's Parents + Brides Siblings and their Spouse & Kids 3. BRIDE AND GROOM + Bride's Parents and Brides Siblings ( No Spouse or Kids) 4. BRIDE AND GROOM + Bride's Parents 5. BRIDE and Siblings 6. BRIDE & Grand Parents 7. BRIDE and Parents 8. BRIDE and Mom 9. BRIDE and Dad | **BRIDE & GROOM With Grooms Family**   1. BRIDE AND GROOM with  Grand Parents, Aunts, Uncles, Cousins 2. BRIDE AND GROOM + Grand Parents + Grooms Parents + Grooms Siblings and their Spouse & Kids 3. BRIDE AND GROOM + Grooms Parents and Grooms Siblings ( No Spouse or Kids) 4. BRIDE AND GROOM + Groom's Parents 5. GROOM and Siblings 6. GROOM & Grand Parents 7. GROOM and Parents 8. GROOM and Mom 9. GROOM and Dad |

**BRIDE AND GROOM with Both Sets of Parents   
  
BRIDE + GROOM + FULL BRIDAL PARTY**BRIDE and Flower Girls only  
BRIDE With GIRLS + Flower girl  
BRIDE With GIRLS  
BRIDE and Maid of Honour

GROOM and Ring bearer  
GROOM with Guys + ring bearer  
GROOM with Guys  
GROOM and Best Man  
**BRIDE AND GROOM ONLY FORMALS**

**RECEPTION  
RECEPTION VENUE LOCATION:**

**Welcome**   
Emcee Full Name

**Entrance of the Bridal Party**   
*Song Name + Artist*

**Entrance of the Couple**   
*Song Name + Artist*

**Opening Remarks**

**Prayer and Blessing of the Meal & Cake**Name of Family Member or Pastor

**DINNER**

**Toast to the Bride’s Family** Name of Friend/Family Member  **Toast to the Grooms Family** Name of Friend/Family Member   
**Toast to the Bride** Name of Friend/Family Member   
**Toast to the Groom** Name of Friend/Family Member

**OR OPTIONAL**

**Toast to the Past** Name of Friend/Family Member  **Toast to the Present** Name of Friend/Family Member  **Toast to the Future** Name of Friend/Family Member

**Groom/Couples Reply**

**Unveiling of the Cake**  (Name of Mothers or Special Aunts)

**Cutting of the Cake***Song Name + Artist*

**Bride and Groom First Dance**   
*Song Name + Artist*

**Father Daughter Dance***Song Name + Artist*

**Mother Son Dance***Song Name + Artist*

**Bridal Bouquet Toss***Song Name + Artist*

**Garter Toss***Song Name + Artist*

**Closing Remarks – MC**

**Open Dance Floor**

**\* END OF RECEPTION \***

**Expected End Time: ?:?? PM**

|  |
| --- |
| **RECEPTION NOTES** Favors: **handed out or displayed.** |

**NOTES FOR THE DJ**

|  |  |
| --- | --- |
| **DO NOT PLAY LIST** Optional **:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **MUST PLAY LIST** Optional **:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**REHEARSAL DETAILS**

Rehearsal Date:   
Rehearsal Time:

Will The Pastor Be there ?

Remember to **Invite the Bridal Party, Parents, Readers, Ceremony Participants**

Also Remember to **organize Lunch for Bridal Party** ( Ladies and Gents) on the day of the Wedding

**NOTES FOR MAID OF HONOUR & BEST MAN**

* Wooden Hanger For Wedding Dress
* Your Favourite Perfume
* Remember Sunshine and Unicorns
* Flip Flops for Dancing
* Straw For Drinking
* Tissue/Handkerchief for Crying
* Ensure that the Bride and Groom Has a good Breakfast and a light Lunch
* THE RINGS!