

GETTING MARRIED AT HOLY TRINITY EPISCOPAL CHURCH

CHECKLIST

IMMEDIATELY

- _____ Confirm date and time with Annie Slaughter. Fees for use of the church should be paid at this time.
- _____ Determine officiating Clergy and confirm date and time with him/her.
- _____ Confirm date and time with wedding organist, Toney Yancey (274-3822, toneyyancey@triad.rr.com) or other designated organist.

SIX WEEKS BEFORE CEREMONY

- _____ Send "Information for the Florist" to your florist. Confirm that he/she understands when vases should be picked up and that altar flowers **MUST** be delivered to the church before 10:30 am.
- _____ Review information concerning photography during the ceremony with your photographer. Confirm that he/she understands the photography session following the ceremony may last only 20 minutes.
- _____ Finalize music with organist.

THREE TO SIX WEEKS BEFORE CEREMONY

- _____ Meet with wedding guild member to discuss "Wedding Information Sheet". A wedding guild member will contact you to arrange meeting.
- _____ If a wedding program is being used, **THE CLERGY MUST REVIEW** a draft prior to printing.
- _____ Confirm date and time of rehearsal with Clergy, organist, and Ann Dortch.

AT REHEARSAL

- _____ Bring marriage license.
- _____ Ask all members of wedding party to arrive on time.

FOR THE WEDDING DAY

- _____ Advise wedding party of times to arrive at church:
 - Bridesmaids arrive 1 ½ hours before the ceremony
 - Groomsmen arrive 1 hour before the ceremony, 1 ½ hours if taking pictures
 - Grandparents arrive at least ½ hour before the ceremony.

AT ANY TIME

Questions? Call or email Annie Slaughter, Liturgical Coordinator, 336-272-6149, annie@holy-trinity.com) or Jean Cornwell, Wedding Guild Coordinator, 336-272-7450, jcornwell1@triad.rr.com.