

Holy Trinity Wedding Information

Wedding Date and Time _____ Rehearsal Date and Time _____

Bride _____ Groom _____

Bride's phone number/email address _____

Groom's phone number/email address _____

Bride's parents _____

Phone/email, address _____

Groom's parents _____

Officiating Clergy _____ Location: Church or Chapel

Wedding Party

Maid/Matron of Honor _____ Best Man _____

Bridesmaids

Flower girl/ring bearer and ages

Groomsmen _____

Escort for the Bride

Mother of Bride _____ Ushered In _____ Ushered Out _____

Mother of Groom _____ Ushered In _____ Ushered Out _____

Bride's

Grandmother(s) _____ Ushered In _____ Ushered Out _____

Groom's

Grandmother(s) _____ Ushered In _____ Ushered Out _____

Step-parents _____ Ushered In _____ Ushered Out _____

Others _____ Ushered In _____ Ushered Out _____

Readers

Greeters/Program Attendants

The Ceremony

Crucifer _____ Holy Trinity/ Visiting _____

Eucharist (yes/no) _____ How many guests? _____

Chalicer _____ Ushers for communion _____

Music

Organist _____

Instrumentalists/vocalists _____

Altar

Frontal (yes/no) _____ Superfrontal (yes/no) _____ Festal Candelabra (yes/no) _____

Depending on time of wedding: Dossal (yes/no) _____ Torches (yes/no) _____

How many? (2 or 4) _____ (wedding couple responsible for obtaining torch bearers)

Flowers and Appointments

Florist name, address, email and phone number

Instructions for flowers after the wedding

Choice of vases _____

Lanterns in the windows lit? (yes/no) _____ (Wedding Guild will light and extinguish.)

Pew Markers

Pew Markers (yes/no) _____ From the florist? _____ From the church? _____

Number of pews reserved on both sides of the church _____

Other

Will you be using the Bride's Room? _____ What time should it be open? _____

Will photographs be taken in the church after the wedding? _____

Photographer name, email and telephone information _____

Videographer, if applicable, name and contact information _____

Please remind photographer of 20 MINUTE TIME LIMIT after the wedding. After a 20 minute photography session, members of the altar guild will begin to remove altar hangings to prepare the altar for Sunday services.

Additional Reminders

Remember to bring your marriage license to the rehearsal.

Please bring the readings printed out for your readers to the rehearsal.

Fees for acolyte, organist and honorarium for clergy should be brought to the rehearsal.

Please make sure that all participants of the rehearsal are at the church ON TIME.

The Church will be open 2 hours before the ceremony. If you need additional time, please contact the Parish Administrator to arrange at 272-6149.

If a wedding program is being used, your clergy **must** review a draft prior to printing. Also, please bring 4 copies of the program to the rehearsal for the Wedding Guild assistants and the priest.

Toney Yancey **must** review all wedding music.

Please make sure that all guests understand there are to be NO photographs taken in the church during the service. **The following sentence should be printed in your program," In reverence for this worship service the congregation is requested to turn off cell phones and refrain from taking photographs."**

If you are having a picture made with the clergy, please ask your photographer to take this picture first.

Because signing a guest book delays the seating of guests, we suggest that guest books be used only at the reception.

Pews may be reserved for family and friends with pew markers. Please make sure that all guests understand that other than these pews, no others may be reserved.

A MEMBER OF THE WEDDING GUILD WILL DISCUSS THIS FORM WITH YOU. PLEASE COMPLETE THE FORM AS MUCH AS POSSIBLE AND BRING IT TO YOUR MEETING WITH THE WEDDING GUILD MEMBER.

Copies to: Priest, Altar Guild Head, Wedding Guild Assistants, Liturgical Assistant, Sexton