

WEDDING CEREMONY PLANNER

Ceremony General Information

Bride's Name: Groom's Name:

Home Phone: Email:

Ceremony Date:

Religion:

Rehearsal Information

Rehearsal Meeting Point: Rehearsal start time:

Would you like us to coordinate and lead the rehearsal: Yes No

If yes, any important notes or mentions during the rehearsal:

Will the officiate be present: Yes No Arrival Time:

Will a Wedding Coordinator be present: Yes No Arrival Time:

Officiate

Name: Phone Number:

Email Address: Mobile Phone:

Arrival Time:

Photographer

Name: Phone Number:

Email Address: Mobile Number:

Arrival Time:

Ceremony Location

Ceremony Venue Name:

Contact Person: Contact Persons Phone:

Setting: Indoors Outdoors Elevator: Yes No

If Indoor Ceremony, Room Name: If Indoor Ceremony, which Floor:

Website listing directions to Ceremony:

Earliest Setup Time:

Backup Venue Location:

Basement
1st Floor
2nd Floor
3rd Floor
Other: _____

Pre-Ceremony

Are B & G seeing each other prior to ceremony:

Yes No

Bride Arrival Time:

Groom Arrival Time:

Pre-Ceremony Music:

Yes No

Pre-Ceremony Music Style:

None
Traditional
Classic
Contemporary
OTHER – See Notes

Other pre-ceremony ent.? ie Harpist, Piano, Singers etc.:

Runner:

Yes No

Runner rolled out...:

Applicable
Before Guest Arrival
After Guest Arrival
Before Bride Exit

Ushers:

Programs:

Yes No

Who is handing out:

Is there a guestbook sign in at Ceremony:

Yes No

Are photos of Guests being taken at Ceremony Sign in:

Yes No

[A Note On Seating](#)

First and Second Rows: Immediate Family, Parents, Siblings, Grandparents

Third thru Fifth Rows: Aunts, Uncles, Cousins, and Godparents, Stepfamily, other Special Guests.

In Christian ceremonies, the bride's mother is always the last person to be seated (right after the groom's mother), signifying that the ceremony is about to begin.

Generally, in Christian ceremonies, the bride's family and guests sit on the left (when entering from the back) and groom's side takes over the right. For Jewish services, it's reversed. A mixed marriage? Either choose a system that works for you or don't have a bride and groom's side.

Traditionally, an usher offers his right arm to a female guest, while her male escort follows them down the aisle. If that seems too formal for your crowd, the ushers can merely greet guests at the door and say, "Please follow me" or "Hello, right this way". Plan to have one usher for every fifteen guests to keep things flowing. A groomsman can double as an usher to help out.

Processional

Immediate Family (only fill this section out if they will be part of the walk-down ceremony)

Grandmother of Bride:	<input type="text"/>	Escorted By:	<input type="text"/>
Grandmother of Bride:	<input type="text"/>	Escorted By:	<input type="text"/>
Grandmother of Groom:	<input type="text"/>	Escorted By:	<input type="text"/>
Grandmother of the Groom:	<input type="text"/>	Escorted By:	<input type="text"/>

Grandparents can either be seated or as part of the processional. Usually, grandmothers are escorted by either their husband or an usher. If you have great-grandparents or step-grandparents, make a note in the special notes section at the bottom.

Bride's Parents Divorced? Yes No

Mother of the Bride:	<input type="text"/>	Escorted By:	<input type="text"/>
Father or Step-Father Following?	<input type="text"/>		
Grooms Parents Divorced:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Mother of the Groom:	<input type="text"/>	Escorted By:	<input type="text"/>

On option is for the Groom to escort his mother down the aisle with the father following behind.

Father or Step-Father Following:

Wedding Party... *in order of walk-down*

Jr. Bridesmaid & Jr. Groomsman:	<input type="text"/>		
Jr. Bridesmaid & Jr. Groomsman:	<input type="text"/>		
Bridesmaid:	<input type="text"/>	Escorted by Groomsman:	<input type="text"/>
Bridesmaid:	<input type="text"/>	Escorted by Groomsman:	<input type="text"/>
Bridesmaid:	<input type="text"/>	Escorted by Groomsman:	<input type="text"/>
Bridesmaid:	<input type="text"/>	Escorted by Groomsman:	<input type="text"/>
Bridesmaid:	<input type="text"/>	Escorted by Groomsman:	<input type="text"/>
Bridesmaid:	<input type="text"/>	Escorted by Groomsman:	<input type="text"/>
Bridesmaid:	<input type="text"/>	Escorted by Groomsman:	<input type="text"/>
Bridesmaid:	<input type="text"/>	Escorted by Groomsman:	<input type="text"/>
My:	Maid of Honor (Not Married) Matron of Honor (Married)	is (Name):	<input type="text"/>
		Our Best Man is (Name):	<input type="text"/>
Ring Bearer:	<input type="text"/>	Ring Bearer:	<input type="text"/>
Flower Girl:	<input type="text"/>	Flower Girl:	<input type="text"/>
Bride Escorted by:	<input type="text"/>	Name:	<input type="text"/>

Ceremony Details

If the ceremony will be held in a Church, you will not typically need additional sound equipment or our microphones. However, if the ceremony will be held at any other location, for example at a country club, outdoors, at the beach, you may want us to provide a ceremony sound system and wireless microphones. This ensures that all your guests can hear your ceremony music as well as the ceremony itself. Even if you have live music at your ceremony it is a good idea to have microphones for the spoken portion of the ceremony.

Duration of Ceremony:

Guest Arrival Music Type:

Mother of Bride Seating Song:

Vocalist's Name:

Bridesmaids Processional:

Orator's Name:

Brides Processional:

Ceremony Music: Musician
 DJ
 Combination of Both
 N/A

Mother of Groom Seating Song:

Vocalist's Song:

If you are having a Unity Candle, the moms could continue up and light each other taper candle. If choosing this option, don't have the officiate, groom & best man up front until they light the candles.

Perform Unity Candle? Yes No

Unity Candle Song:

Sand Ceremony: Yes No

Communion: Yes No

Roses to Mothers: Yes No

Flower Exchange Between Bride & Groom: Yes No

Sand Ceremony Song:

Recessional

Recessional Music by DJ: Yes No

Bride & Groom's Recessional:

Guest Departure Music: Yes No

Announcement about reception location, photos, etc.: Yes No

After the Ceremony, how much time is required for the photographer and travel:

Bride & Groom's Personal Time: Yes No

Guest Departure Music Type: Traditional
 Classical
 Contemporary
 Other - See Notes
 None

Announced by: DJ
 Officiate
 Other - See Notes

How Long?

Additional Ceremony Notes