

**THE WEDDING OF:** \_\_\_\_\_

ITEMS	DETAILS	NOTES
Wedding: When and Where?		
Rehearsal: When and Where?		
<b>"CAST OF CHARACTERS"</b>		
Photographers:		
Videographer:		
Planner:		
DJ/Audio Person:		
Flower girls, junior bridesmaids, ring boys, etc.:		
Partner A's party:		
Partner B's party:		

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Parents:		
<b>MICROPHONES:</b>		
What style of mic for officiant?		Lapel, headset, or handheld on a stand are typically the 3 choices.
Does the couple need mics for vows?		
Are there any readers who need mics?		
<b>15 MINS UNTIL CEREMONY:</b>		
Where is Partner A and party?		
Where is Partner B and party?		
Who is playing pre-ceremony music?		
Who is greeting guests?		
<b>CEREMONY KICKOFF:</b>		
Who is walking down the aisle with Partner A?		

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Is Partner B's party walking in the processional or just Partner A's?		
Is there special honorary seating for family?		
How does the officiant enter?		
How and when does Partner B enter?		
Order of Partner B's party entry?		Usually they enter and line up starting with the farthest from the couple/officiant to the closest.
<b>OPENNING REMARKS:</b>		
What is the couple's preferences around photos?		
Do the guests need to know anything else besides "turn off your phones?"		
<b>CEREMONY MUSIC:</b>		
Processional song:		
Signing song:		

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Recessional song:		
Any other music?		
<b>PROCESSIONAL:</b>		
Full order of all friends/family processing:		
<b>Partner A'S ARRIVAL:</b>		
How far to front until Partner B receives Partner A?		
Is the handoff to music or is there any wording?		
Bouquet handoff to whom?		
Who will arrange Partner A's dress?		
<b>ELEMENTS:</b>		
Are there any readings or prayers between major elements? Who and when?		

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Are there other rituals in the ceremony? Who and When?		Add "reading" or "prayer" row(s) with the name of the person and reading wherever they will occur between elements.
Vow style: write/read your own, repeat line by line, or simple "I do?"		Add "ritual" row(s) with the name of the person and ritual wherever they will occur between elements.
Who is holding the rings?		
Is the basic ring script okay?		Briefly repeat line-by-line a few standard phrases.
Pronouncement: "You may kiss your Partner A?" or something else?		
<b>REGISTRY SIGNING:</b>		
Which 2 people are the signing witnesses?		
Is it a table with chairs or a cruiser-style?		
If sitting, do both the Partner A and the Partner B wish to sit? Or just the Partner A?		
Who can officiant give the solemnization slip to?		

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<b>CLOSING REMARKS:</b>		
Announcements: what are Partner A and Partner B doing next?		
What do the guests need to do now?		
Wording for presentation of the couple:		
<b>RECESSIONAL:</b>		
Do the parties recess in the reverse order of entry?		
Where are the parties going when they head out?		