

WEDDING PLANNING INFORMATION

Heritage Christian Church
March 2010

WEDDING REHEARSAL INFORMATION

All public (or formal) weddings should be rehearsed. There are many things that must be explained regarding music, timing, procession, giving away the bride, duties, etc. For a smooth progression through the ceremony, each member of the wedding party, including both sets of parents, must know exactly what to do and when to do it. If possible, the rehearsal should be conducted the evening prior to the wedding day.

Everyone should arrive on time. Anyone having a role in the ceremony should attend the rehearsal including all members of the wedding party, all musicians and ushers. Please arrive promptly at the appointed hour. The parents of the Bride and Groom should be in attendance, if possible. Grandparents and other honored guests are welcome to attend, but their presence is not necessary. All aspects of the ceremony will be rehearsed. The Pastor and Wedding Coordinator will instruct the wedding party regarding their placement and movement during the seating of guests, the processional, the ceremony and the recessional based on the itinerary created by the Wedding Coordinator. Other details such as special duties of attendants, the arrangement of the receiving line (if there is one); lighting, dressing and picture locations, etc. will be discussed.

Date: _____ Time of Rehearsal: _____

Have you confirmed this with the Wedding Coordinator and the pastor? _____

Date of confirmation _____

Please remember to bring all music and/or musicians to the rehearsal.

Rehearsal? _____ Yes _____ No

If "yes", where? _____ Time of rehearsal dinner: _____

Do you desire the officiating pastor and his wife to attend the rehearsal dinner? _____ Yes _____ No

If yes, please be sure to extend this invitation to them personally.

Children have to be under adult supervision.

If you are using any pre-recorded music, please bring it to the rehearsal.

*** Bring the marriage license and certificate to the rehearsal.

TYPICAL ORDER OF CEREMONY

Order of Procession

1. Grandparents
2. Groom & attendants enter from side
3. Groom's mother & father
4. Bride's mother
5. Bridesmaids
6. Maid/Matron of honor
7. Flower girl - ring bearer
8. Bride & father

Directions for Groomsmen & Ushers

1. Extend Right arm to each female guest
2. Ask: "Are you a relative or guest of the Bride or Groom?"
3. Seat Bride's relatives & guests on your left as you walk down the aisle.
4. Seat Groom's relatives & guests on your right.

<u>Seating Row</u>	<u>Bride's Family</u>	<u>Groom's Family</u>
First	Parents & Siblings	Parents & Siblings
Second	Grandparents	Grandparents
Third	Relatives	Relatives
Fourth	Friends	Friends

5. Seat the grandparents when they arrive in the row behind or row with parents, allowing room on the aisle for the parents and siblings.
6. Seat the brothers/sisters and family as they arrive in the front rows, leaving room on the center aisle seats for the parents.
7. Be sure the Pastor and the Wedding Coordinator are aware of any other person (i.e., stepparents) who may need to be escorted and in what order you would like this to happen. The Wedding Coordinator can offer suggestions on how to best handle the escorting, seating of any stepparents. Often, each situation is different, based on the circumstance.

Following Service/Recessional: (Ushers)

1. Usher out: Bride's Mother and Father, brothers and sisters (first row).
2. Groom's mother and father, brothers and sisters (first row).
3. Bride's Grandparents (second row).
4. Groom's Grandparents (second row).
5. Dismiss other guests one row at a time, alternating sides.

Alternate dismissal - The Bride and the Groom may dismiss family and/or return to dismiss all guests, one row at a time.

WEDDING PARTICIPANT'S INFORMATION

OFFICIATING PASTOR: _____

Prelude: Begins 15-30 minutes before wedding time.

Wedding Time: _____

Light Candelabras (before prelude or when _____)

Name of Candle Lighters

Name of Ushers seating Guests

Guest Book Attendant

Ushering Grandparents

Groom's Grandmother(s) _____ Escorted by: _____

Groom's Grandmother(s) _____ Escorted by: _____

Groom's Grandfather(s) _____ Escorted by: _____

Groom's Grandfather(s) _____ Escorted by: _____

Any other special individuals to groom that need special attention seating?

Bride's Grandmother(s) _____ Escorted by: _____

Bride's Grandmother(s) _____ Escorted by: _____

Bride's Grandfather(s) _____ Escorted by: _____

Bride's Grandfather(s) _____ Escorted by: _____

Any other special individuals to bride that need special attention seating?

Ushering Parents

Groom's Mother(s) _____ Escorted by: _____

_____ Escorted by: _____

Groom's Father(s) _____ Escorted by: _____

_____ Escorted by: _____

Bride's Mother(s) _____ Escorted by: _____

_____ Escorted by: _____

Bride's Father(s) _____ Escorted by: _____

_____ Escorted by: _____

Any other special individuals to Groom or Bride that need special attention seating?

Any other individual's participation in the ceremony such as scripture reader, special prayer or speech, etc.?

Name Role in ceremony

Name Role in Ceremony

Aisle Runner Puller/s : _____ Time: _____

Processional

List of Wedding Party as they enter:

Enter as couple from back	Y	N		
Men enter from side	Y	N		
Women from back	Y	N		
Men			Women	
1.	_____	1.	_____	
2.	_____	2.	_____	
3.	_____	3.	_____	
4.	_____	4.	_____	
5.	_____	5.	_____	
6.	_____	6.	_____	

Ring Bearer(s) _____ Flower Girl(s) _____

Person Giving Bride Away _____

Recessional

Bride & Groom
Wedding Party
Pastor(s)
Parents (Ushers that seated them should usher them out)
Grandparents (Ushers that seated them should usher them out)

Dismissal

Pastor Dismiss (General Dismissal) Y N
Bride & Groom dismiss each Pew Y N
Ushers Dismiss Y N
Names of Ushers to dismiss guests

Receiving Line

At Church	Y	N
At Reception	Y	N
Bride & Groom	Y	N
Parents	Y	N
Grandparents	Y	N
Wedding Party	Y	N

Draw or describe the arrangement of wedding party members at front during the service. Also indicate if any members of the party will be moving onto the stage or steps during the ceremony.

TIME CONFIRMATIONS

The Bride and the Maid/Matron of Honor arrive by _____ and will be in room _____.

The Bridal Attendants arrive by _____ and will be in room _____.

The Groom and the Best Man arrive by _____ and will be in room _____.

The Groomsmen and Ushers arrive by _____ and will be in room _____.

The parents arrive by _____ and will be in room _____.

The photographer will arrive by _____ and will be in room _____.

Seating of guests and guest register begins at _____.

The wedding ceremony begins at _____.

Seating of Mothers begins at _____.

Bride's Entrance is at _____.

SOUND/MUSIC CUES

What types of music do you plan?

Piano _____ Other Instrumental _____ Soloist _____ CD/Taped _____

The Pre-Ceremony music will be: _____

The Pre-Ceremony music starts at _____ a.m./ p.m. and continues for _____ minutes.

Seating of mothers (approx. time) _____ During which song? _____

Music for the entrance of the Pastors(s), the Groom, the Best Man and the Groomsmen

Music for the entrance of the Bride's Attendants:

Special music or worship during the ceremony (special prayer, communion/lighting unity candle, & vows)

Music for the wedding recessional:

Music for dismissal of guests: _____

Please list all vocalists, instrumentalists w/type of instrument.

Electric piano required? Y N Microphone _____

Microphone for vocalist? Y N How many vocalists _____

Microphone for Pastor? Y N

Microphone for Groom? Y N

Microphone (for any special reading/singing) _____

Record audio of event? Y N

Record video of event? Y N

BE SURE ALL MUSICIANS/VOCALISTS, CD/TAPES ARE AT THE REHEARSAL.

Are you having someone videotape the ceremony? Y N

If yes, who? _____

PHOTOGRAPHS

The Bride and Groom should meet with the photographer several weeks before the wedding to arrange for the pictures that they want taken. A list of suggested photographs is below. Several arrangements can be established with the photographer to allow him the opportunity for good picture coverage of the ceremony. If pictures are to be taken prior to the ceremony, make special arrangements with the Wedding Coordinator ahead of time in case a separate room will be needed. These photos should begin approximately 2 hours before starting time of the ceremony. The photographer's equipment should be removed immediately after completing this photo session.

Ideas for Wedding Photographs:

Getting Ready:

Mother helping the Bride
Bride with Father
Mirror Shot
Bridesmaids helping the Bride
Bride with Flower Girl
Bride with Ring Bearer
Bride with Maid of Honor
Bride with Siblings
Bride with Mothers
Groom with Groomsmen & Clergy
Groom with Best Man
Groom with Mother & Father
Bride & Father walking down the aisle
Groom with Siblings

Formal:

Bride
Bride & Groom

Reception:

Receiving Line
Cutting cake
Bouquet toss
Garter removal and toss

Ceremony:

Musicians
Guests signing book
Candle Lighters lighting candles
Grandparents ushered in
Bride's Mother ushered in
Groom's parents ushered in
Flower Girl & Ring Bearer entering
Each Bridesmaid entering
Maid/Matron of Honor entering
Each Bridesmaid entering
Maid/Matron of Honor entering
Groom watching Bride walk down the aisle
Father giving away Bride
Bride and Groom light candle
Exchanging of rings
Bride & Groom kiss
Bride and Groom march out

WHAT TO ASK YOUR PHOTOGRAPHER

Will he/she personally be taking the photographs of your wedding? If not, ask to meet the person who will be.

Does he/she work with an assistant and will he have back-up equipment in the event of a problem?

Is he/she familiar with your ceremony and reception location? _____

Can you give him/her a list of special people with whom you want pictures? _____

How many hours does his/her price include? _____

What's the charge, if any, if the reception should last longer than planned? _____

Will he/she stay through the cake cutting and garter toss? _____

How much time will you need to allow for the formal wedding photos taken either before or after the

ceremony? _____

What are the photo package prices? _____

What are the individual picture prices? _____

What about parents' albums? _____

When will the proof pictures be ready? _____

How long will the prints take, once they have been ordered? _____

Will he/she sell the album or negatives? _____

What does he/she normally wear when photographing a wedding? _____

Will he/she wear a tuxedo or other specified attire? _____