

Wedding Ceremony Detail Checklist

Bride: _____ **Groom:** _____

Wedding Date: _____ **Time:** _____

Rehearsal Date: _____ **Time:** _____

Wedding Party Arrival Time: _____ **Number of Guests (estimate):** _____

Witnesses: Maid of Honor: _____ **Best Man:** _____

Decor In Sanctuary

◆ **Placement of Flowers:**

◆ **Unity Candle: Yes:** _____ **No:** _____ **Placement:** _____

◆ **Candles: Candelabras, Yes:** _____ **No:** _____ **Aisle Candles, Yes:** _____ **No:** _____

◆ **Other Decor Plans:**

Ushering Duties

◆ **Number of Ushers:** _____

◆ **Lighting of Candles: Who** _____
When _____

◆ **Style of ushering: Formal** (*guests escorted*) _____ (✓) **Informal** (*guests not escorted*) _____ (✓)

◆ **Guests ushered in by: center aisle** _____ **by side aisles** _____

◆ **Ushers' First Names:** _____

◆ **Who will:**

Hand out bulletins:

◆ **Ushering of VIP Guests:** (Grandparents and Parents):

Groom's Family (List by name and order, Parents last)

Name

Relationship

1. _____

2. _____

3. _____

Number of pews reserved for special family members: _____

Bride's Family (List by name and order, Parents last) **Bride's mother is ushered last.**

Name Relationship

1. _____

2. _____

3. _____

Number of pews reserved for special family members: _____

◆ **Other Usher Duties:** _____

◆ **Personal Attendant(s) or Contact Person(s):**

Name

Phone Number

1. _____

2. _____

Processional

◆ Ceremony begins after mother of the bride is seated: _____ Yes _____ No

◆ Entrance of Attendants:

Number of Attendants: _____

_____ Women solo, men wait in front

_____ Enter as couples and split to right/left front

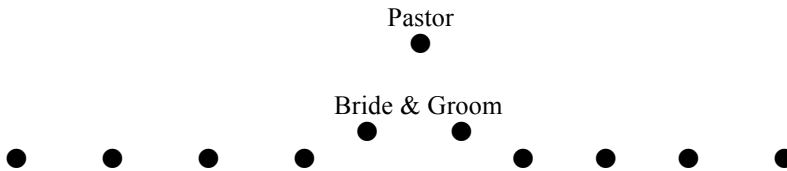
_____ Enter as couples and remain coupled alternating right/left front

_____ Flower Girl, alone or accompanied by adult, who _____

_____ Ring Bearer, alone or accompanied by adult, who _____

_____ Junior Bridesmaid _____ Junior Groomsman

◆ Bridesmaids & Groomsman: List the order in which will be standing at the Altar.



◆ Maid of Honor: _____ Best Man: _____

◆ Bridesmaids:

Groomsman:

1. _____

1. _____

2. _____

2. _____

3. _____

3. _____

4. _____

4. _____

◆ **Entrance of the Groom:**

_____ Enter with parent (s)

_____ Enter front with Pastor

◆ **Entrance of the Bride:**

_____ Enter Solo

_____ Enter with: _____ Father _____ Mother _____ Both _____ Other

Name(s):

Bride enters:

_____ With the same music as the attendants

_____ Different Music Name of Music: _____

Ceremony

◆ **Unity Candle:** _____ Yes _____ No **Tapers lit before the ceremony:** _____ Yes _____ No **Lighted**

By (List names): _____

◆ **Roses/flowers for Parents:** _____ Yes _____ No

◆ **Special Music:** _____ Yes _____ No **Wedding Party Involved:** _____ Yes _____ No

Musician(s) Names:

Music:

◆ **Scripture Reading(s):**

Pastor Reads: _____ Yes _____ No

Other Readers: _____ Yes _____ No

Name(s):

◆ **Holy Communion:** _____ Yes _____ No

Bread & Wine brought by: _____

Servers:

Recessional

◆ **Announcements made by Pastor** _____ Yes _____ No (provide list)

◆ **Reception Line:** _____ Yes _____ No **Location:** _____

◆ **Ushers dismiss guests:** _____ Yes _____ No

◆ **Bride and Groom dismiss guests:** _____ Yes _____ No

Before You Go...

◆ **List person(s) responsible for:**

Gathering decorations, personal items, etc. _____

Securing gifts:

◆ **Dressing Rooms will be cleaned and as you found them:** ____ Yes _____ No

Thank you and God bless you in your new lives together,

Holy Cross Lutheran Church, Duluth MN