

During the week prior to the wedding rehearsal.

- Review the wedding file for the couple:
 - Note any possible areas of concern—large wedding party, children under the age of five—and plan to address them.
 - Ensure all wedding agreements are signed and enclosed in the Wedding Folder (generally kept in the Parish Office). If not, check with the Parish Administrator regarding the situation.
 - Get copies of the liturgy bulletin.
 - Note if SJE is providing acolytes, ushers, and readers. If not, note who is serving and that they will likely need some instruction.
 - Note any special music.
 - Note any special transportation parking needs.
 - Look for a copy of the invitation, check the time of the wedding.
 - Prepare a draft line-up sheet for the Entrance Procession, seating, and Exit.

- Also, check with Parish Administrator on the following:
 - Has notice been sent to 534 Washington regarding use of parking lot? If sign covers are to be used to indicate we have permission, then get them from the Office.
 - Is there a sign for the wedding for the entrance of the Nave? If not, then a wedding bulletin is used.
 - Do we have the marriage license?
 - Do we have emergency contact information for the florist and photographer?
 - Where will the Parish Register be the day of the wedding? _____
 - What happens to the flowers after the service? _____
 - Any other questions or notes?

The Wedding Rehearsal

- Arrive at least ½ hour before the rehearsal. Check the following:
 - Bring your notes for the wedding.
 - Unlock all entrances.
 - Turn on hallway lights.
 - Use door stops to hold open doors to the Nave.
 - Pick up our Guest Book to store in the vesting sacristy until after the wedding.
 - Uncover the Baptismal Font.
 - Make sure the sound system in the vesting sacristy is on.
 - Turn on the lights for the Nave, Chancel, and chapel.
 - Check out the All Souls' Chapel and consider what impression it would make on a first-time visitor to our church. If necessary, tidy.
 - Unlock the Washington Avenue doors.
 - Has a copy of the readings been placed at the lectern?
 - Unlock the altar sacristy doors.
 - Has the hymn board in the Nave been changed for the wedding?
 - Have copies of the program available for participants.

- During the Wedding Rehearsal
 - Welcome the participants. Ask the bride's party to sit in the front pews on the choir side. Have the groom's party sit in the front pews on the organ side.
 - Spend time with the ushers during the rehearsal covering such points as:
 - Two entrances to the Nave (keep an eye for those who come in red doors!)
 - How to get folks into the Nave on time, instead of congregating outside
 - Instructions for reserved seating.
 - Remind guests to silence their cell phones.
 - Seating the family.
 - When the ushers can take their seats.
 - What to do if Holy Communion is served.
 - Explain the order of the retiring procession and when/how to dismiss folks in the pews. Make them aware that they need to give the worship leaders enough time to get signatures on the marriage license and parish registry after the ceremony.
 - Get a copy of written announcement couple wants the Celebrant to give during the ceremony. Share this with the Celebrant.
 - Ensure marriage license is placed with Parish Register.
 - Does the best man have the rings? If not, who does? _____
 - Let the couple and their first attendants know that they need to sign documents immediately after the ceremony, and where the signing will take place (generally in the kitchen).

- Find out if there is a guestbook for the wedding—that can be put out after the rehearsal.
 - Find out if there are any special seating requests for the ceremony.
 - Confirm when the wedding party should arrive for the ceremony itself _____
 - Confirm when the flowers are being delivered _____
 - Confirm when / where photographs are being taken
- After the Wedding Rehearsal
 - Lock the Washington Avenue doors.
 - Turn off the sound system in the vesting sacristy.
 - Lock all entrance doors.
 - Ensure there are enough copies of the BCP in the pews for the attendants and family.
 - Place a program in each BCP in those pews.
 - Ensure there is at least one box of tissue in the pew where the parents/step-parents are sitting.
 - Place copies of the bulletins where the couple is sitting.
 - Put a copy of the bulletin in the first pew for the photographer. Mark the program, showing where/when flash photography is permitted during the wedding ceremony and where the photographer can stand at that point of the service.
 - Place “Reserved” signs/markers on the front pews.
 - Lock the door to the altar sacristy.
 - Turn off the lights for the Nave, Chancel, and chapel.
 - Cover the baptismal font.
 - Ensure there are enough supplies readily available in the restrooms.
 - Turn off lights in the hallways as leaving the building.
 - Create printed “Reserved Seating” signs for attendants and the parents to help the ushers during the service.

The Wedding

- Arrive at least two and a half hours before the wedding. Check the following:
 - Bring your notes for the wedding.
 - Unlock all entrances and turn on hallway lights.
 - Use door stops to hold open doors to the Nave. Place a copy of the bulletin in the sign older on the Nave doors.
 - The Parish Register, Marriage Licenses, and nice pens should be in the kitchen (or other designated space) prior to the start of the wedding.
 - Uncover the Baptismal Font.
 - Make sure the sound system in the vesting sacristy is on.
 - Turn on the lights for the Nave, Chancel, and chapel.
 - Ensure the programs are set out. Get a handful to place in the chapel.
 - Torches should be at the rear of the Nave with the cross in its stand.
 - Check out the All Souls' Chapel. If necessary, tidy.
 - Unlock the Washington Avenue doors.
 - Use a door stop to prop the chapel door open during the service.
 - Readings still at the lectern?
 - Check for correct program at the sedilia area / clear extraneous programs.
 - Check that there is a clear glass of water for the pulpit.
 - Altar: two candles, Gospel Book on choir side, missal stand with Altar Book, marked.
 - For services with Eucharist: check credence tables and bread/wine at rear of Nave.
 - Unlock the altar sacristy doors.
 - Place reserve seating signs on proper pews for wedding.
 - Vest and make sure the virge is in the vesting sacristy.
 - Watch for the florist and assist as necessary.
 - Watch for the photographer and welcome him/her. Review policies and answer questions.
 - Remind ushers to count total number of guests and service ministers, record on the count sheet and leave in the vesting sacristy.
- After the service:
 - Extinguish all candles.
 - Turn off sound system and lock the altar sacristy door.
 - Return our Guest Book to the stand at the entrance of the Nave.
 - Turn off all lights.
 - Close chapel door.
 - Cover the baptismal font.
 - Turn off lights in the hallways as leaving the building.
 - Ensure all building entrance doors are locked.

Wedding Day Schedule

Updated 9/1/17

When:	TIME:	Event:	Completed
3 hours before wedding		Set up for wedding (See reverse for verger checklist)	
2 hours 30 min before wedding		Bride arrives with attendants	
2 hour 15 min before wedding		Flowers arrive <i>Assist as necessary</i>	
1.5 hours before wedding		Groom arrives with attendants Confirm Best Man has rings and will assist getting license signed	
		Photographer arrives <i>Welcome & review our policies</i>	
2 hours before wedding		Pre-Wedding Photography	
1 hour before wedding		Meet with Ushers	
45 minutes before wedding		Light aisle candles then light Altar and Chancel candles	
		Guests may begin arriving	
30 minutes before wedding		Prelude starts/ Soloist seated	
		Photography in sanctuary ends	
		Ushers begin seating guests	
		Transportation arrives - instruct to park in drive off from Franklin St.	
10 minutes before wedding		Grandparents and honored guests escorted to seats	
5 minutes before wedding		Parents and Step-Parents escorted to seats	
		Groom and best man wait in vesting sacristy until wedding starts	
		Groomsmen wait in either the sacristy or the hallway depending on type of procession	
		Ring outside bell (All Souls' Chapel)	
4 minutes before wedding		Celebrant brings the bride and attendants to hallway outside the Nave. Line up for procession.	
2 minutes before wedding		Celebrant goes be with the groom (and best man, if entering together).	