

Friendship United Methodist Church

Wedding Preplanning Worksheet

Places & Times:

The rehearsal time & day: _____ this should take place as close to the Wedding as possible, the night before is best. It will take approximately 1-1 ½ hours. Plan your dinner accordingly.

- Things to bring to rehearsal; The Marriage License, the Unity Candle, the aisle runner, checks made out to Pastor & church staff involved in the wedding (liaison will distribute)
- *Be sure to have all attendants and honored guests present for instruction.*

The Wedding Day time & day: _____ your wedding party may dress at the church, we have rooms that will keep the bride and groom's parties very separate! The women should be here at least 2 hours prior if dressing here; the guys are usually good with 1 hour. If possible have any young children in the wedding party arrive just 45 minutes ahead, *otherwise they WILL get bored & possibly messy!*

- Have the photographer arrive ahead of the ceremony to get dressing candid photos if desired.

What You Will Need

We will contact these people to save the date & time for your wedding. If you plan to have other special musicians or soloists, please consult the organist first and confirm this well in advance!

- An organist or pianist
- A sound tech.
- Janitorial Services
- A musician or soloist

We are using _____

Any personal touches you will be adding?

Flowers:

Are you using a florist? Who? _____

- The florist should plan to deliver when the bride arrives at church. This way someone knowledgeable is there to confirm the order.
- Appoint someone (grandmothers are good) to organize flowers, pin them on & straighten neck ties!

Are you doing a receiving line after the ceremony?

Decide who will be in it. It can be just the bride & groom, or add parents, or add the bridal party. Remember the more people in it the longer it takes to empty out the sanctuary!

Who will be in the receiving line? _____

Bubbles are the BEST for sending the bride & groom off!

Will you be using bubbles, or bird seed (no rice)? _____

Planning a message for the outside sign board?

Keep it short & sweet, 2-lines are all that we can accommodate.

Banners & Decorations;

- The church has a pretty set of wedding banners for the altar table and the pulpit that you are welcome to use. They have a white background with a light blue and gold decoration. There is also a kneeler for the bride & grooms prayer, and a set of candelabra. Ask to see any of these. You will need to supply your own unity candle.
- Will you be decorating the pews or isles in any way?
- *Unfortunately*, we are unable to change the wall banners that are up for Sunday services. Be assured that the praise band area & choir areas will be straightened up prior to your wedding; electrical cords and African instruments will be put away too!

Photographer instructions:

- It is important that your photographer and/or videographer respect the sanctity of the marriage ceremony. They will be instructed not to use flash *during the ceremony itself*. (They may use flash for the processional & recessional shots) They should also refrain from coming too close to the altar as well; this is very distracting for the bridal party and the guests—and greatly takes away from the mood of the ceremony.
- You will want to discuss with your photographer the layout of your day ahead of time. Decide when you want to do family & bridal party shots. Consider the amount of time you have between the wedding and the reception; you may decide to do the posed shots prior to the wedding, (that is if you don't mind breaking tradition of the groom not seeing the bride before the wedding!) This can be quite time consuming especially if you have a large bridal party or families. Seek you photographer's advice on timing issues here.

Don't underestimate the importance of the Ushers!

Usher selection is crucial, really. The ushers are responsible for the flow of the entire ceremony from greeting and seating your guests to lighting candles and ushering in mother of the bride & groom.

Chose two guys who are friendly & responsible! You will be so glad you did!