

Wedding Ceremony Planning Checklist

Ceremony Elements

How long do you want the ceremony to be? (As short as possible? As long as it takes?)

When the officiant speaks, what's the feel you want it to have? (Light? Funny? Solemn? Emotional?)

Are there any readings?

If so, who is doing them and what are they?

Are there special elements like communion, feet washing, candle lighting, sand ceremony, etc.?

Do you have a preference as to WHEN during the ceremony these happen?

Who will set the stage/altar with decor, flowers, or anything needed for special elements mentioned above?

Do you want to do your own vows? Traditional vows?" "Repeat after me" vows?

Can the officiant write the vows for you if you don't?

Do you want to exchange rings during vows, or after?

Processional Logistics

Where does the groom, officiant, and groomsmen enter from?

When does that happen (everyone enters at the start of the ceremony? Before music starts? after?)

Who is on stage at the beginning of the ceremony?

Who is walking in and when? (mothers, grandmothers, etc.)

Is the dad giving away the bride? Will he be down front, or walking her up aisle?

Where do you want the family to sit?

Where does the bridal party stand or sit?

are they at an angle?

Do the ring bearer or flower girl stand or sit?

What is the speed of processional?

Is there different music for different people?

Is there a stage with stairs? Who is on that stage or stairs?

Where does bride and groom stand in relation to officiant?

Production Logistics

Are you playing music during the ceremony?

Is it live music? What kind of instruments/how many singers?

Do you need microphones?

For who/how many?

Does the preacher need a mic? Handheld or lapel?

Is there early (1-2 hours prior to start time) access to sound system?

Are there/do you want lights on in the sanctuary?

Lights on the altar?

Is there someone to turn lights on and off?

So you have any multimedia such as a slideshow?

What file type does it need to be and to whom does it go?

Is there someone to run that?