



# FIRST BAPTIST CHURCH

## WEDDING TIMELINE TO-DO CHECKLIST

### AT BOOKING: WITHIN 3 WEEKS

Set tentative date

Fill out application

Guest Officiant Form (Section 2)

Pay deposit or entire fee

\*Planner Info Checklist: Review with your planner and finalize by 3 months prior (Section 5)

\*Planners not required; see below for more info

### WITHIN 2 MONTHS OF BOOKING

Book with a required Designated Florist  
Contact church office with florist name (Section 3)

Contact organist/pianist, Beverly Bradley for all music, instrumentalists and vocalists approvals (Section 4)

Set-up pre-marital counseling with your minister through your church or a Christian premarital counselor (Section 2)

### BY 3-4 MONTHS PRIOR TO CEREMONY DATE

Meet with minister to personalize wedding ceremony (Section 2)

Finalize music approvals

Finalize Planner Info Checklist\* (Section 5)

\*Brides/Grooms please fill out top portion regarding vendors contact info even if you do not have a planner.

### 2 MONTHS PRIOR TO CEREMONY

Pay balance

Fill out required rehearsal forms no later than one month prior\* (Section 6)

*\*If forms are not turned in by 3 weeks prior to the ceremony, the church assumes you will allow us to make decisions regarding rehearsal logistics i.e. processional, seating of mothers, and wedding music selections for the entire ceremony.*

### REHEARSAL

Bring your marriage license and give it to the ceremony coordinator

Wedding party arrives 15 minutes prior to start of rehearsal; rehearsal should last only one hour.

### WEDDING DAY

Doors unlocked at 1.5 hours prior to ceremony

Bring wedding programs and other items to leave with ceremony coordinator for setup