

CHAPLAIN

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JONATHAN

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Wedding Checklist to help you organize your day.

- Marriage License – most counties in Wisconsin require no more than 30 days prior to your date and no less than seven (7) days, check with your local county where you live to see if they have a more stringent guideline or additional requirements.
- Who will serve as your witnesses?
- Who is bringing the rings?
- Have you planned your rehearsal?
- Who will greet your guests?
- Who will serve as ushers?
- Who will receive deliveries both at the ceremony site and the reception site?
- Who will bring the license to the ceremony and ensure the chaplain has it prior to the ceremony?
- Who will set up at your venue?
- Who will take down after the ceremony?
- Is there anyone special you wish to honor at the ceremony, if so how would you like to do so?
- When will you be taking photos? Do the key people know where and when you would like them to be available?
- Who all will be participating in the ceremony, including anyone that is not a part of the bridal party (speakers, musicians, family members, etc.)?
- Who will bring any music you wish to be played?
- Who will provide the sound system?
- Who will be in charge of starting and stopping any recorded music and do they clearly understand the points of the service that should happen?
- Who will be the go-to person that can field questions for the bride and groom throughout the day? Be sure everyone knows whom you have chosen.
- How much time have you allocated for decorating? Double it – it always takes more time than you think. Check with your venue to ensure they can meet your timeframe.
- Have you contacted your venue to ensure your decorating plans are within their guidelines?
- Will special accommodations need to be made for anyone?
- Who will be making any speeches or leading any prayers? Do they know it? Have you considered having them write their intended speech out in advance, either for your piece of mind or for theirs?