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# CEREMONY CHECK LIST

Name of church/venue

Minister of celebrant

Address/phone

Total fee

Pre wedding classes to be held on

At

Total fee for ceremony

Organist fee

Ceremony to begin at

Groom to arrive by

Decorations/flowers for ceremony

Bells at church to ring

Photographer/videographer permission given by

Order of service books checked by

And authorised on

Rehearsal to be on

Processional music will be

Hymns to be

Signing of register music

Performed by

Recessional music will be

Readers of scriptures or other will be

Notes



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# RECEPTION CHECK LIST

Name of reception venue

Address/phone

Wedding coordinator

Final guests number

Children

Others (band, videographer, etc)

Total number of guests for reception

Reception to start at

And finish at

Extra time organised

Cost per guest

Deposit to be paid by

Final payment by

Final guest numbers required by

Decorations	Chair covers	Yes	No
	Candelabra	Yes	No
	Flowers	Yes	No
	Ice sculpture	Yes	No

Other

Master of ceremonies

Name of band

Contact

Name of disc jockey

Contact

Total fee

To be set up

And finish playing at

Entrance song for bridal party will be

And the bridal waltz will be

Number of tables

Number of guests per table

Notes

