

Wedding Checklist and Worksheet

Committee for Oversight of Marriage, Gwynedd Friends Meeting

Full names of couple to be married

Proposed date of wedding

TASKS

RESPONSIBILITY

SELECTION OF OVERSIGHT COMMITTEE

Couple will select names with guidance from clearness committee, as needed

Couple

Convener: _____

Names of Oversight Committee for Marriage will be presented at business meeting (no approval needed)

PREPARATION

Prior to meeting with the couple, committee will:
1) review "*Marriage at Gwynedd Meeting*", and 2) print "*Wedding Checklist and Worksheet*," both available at www.gwyneddmeeting.org

Committee will schedule initial planning session with couple to explain Friends policies and the wedding procedure, discuss roles and responsibilities, and answer questions

Date: _____

Committee will maintain frequent communication with couple and schedule subsequent meetings as needed

Committee

SCHEDULING OF EVENTS

Wedding:

Date/Time of wedding

Location

Anticipated number of guests

Rehearsal:

Date/Time of rehearsal (plan for 1 ½ hrs.)

Committee, Couple

Place _____
Reception (if applicable): _____
 Date/Time of reception _____
 Location _____
 Anticipated number of guests _____

Reserve meeting house with Office Manager
 For wedding
 For rehearsal
 For reception (if applicable)

Obtain following documents from Office Manager and return when reviewed and signed:

- ❖ *Policy and Procedures for Use of Gwynedd Friends Meeting Facilities*
- ❖ *Request and Agreement Form*
- ❖ *Hold Harmless Agreement Form (applies to non-members and non-attenders)*

MARRIAGE LICENSE

Committee will provide information
 Couple will obtain appropriate license at county courthouse

Couple, Committee

WEDDING CERTIFICATE

Committee will provide information and assistance
 Couple will select local supplier
 Couple will establish vows with guidance from committee
 Couple will decide new legal names they will use once married
 Couple will purchase archival permanent ink pens for signing of certificate

Couple, Committee

WEDDING INVITATIONS

Couple will:
 Select and purchase invitations
 Send out invitations
 Manage RSVP's
 Extend invitation to everyone at Gwynedd Meeting
 Request and track RSVP's (optional)

Couple

MEETING FOR WORSHIP FOR MARRIAGE

Committee and couple together will meet to:
 Set procedures for marriage ceremony

Couple, Committee

- Discuss roles and responsibilities
- Decide who will contact the following individuals about taking on various roles during the ceremony

List of people who will be asked to:

- Sit at head of meeting _____
- Read certificate _____
- Supervise certificate signing _____
- Act as attendants for couple (optional) _____

Act as flower girl(s)/ring bearer(s) (optional) _____

Serve as ushers (4 or 5) _____

Provide child care (optional) _____

Sit on reserved benches (family, close friends) Attach separate list

Sit on facing bench Attach separate list

Organize set up for reception (if planned) _____

Provide for clean up after wedding/reception _____

Serve as outside greeter(s) _____

Assist with parking (if needed) _____

OPTIONAL

- Couple will make their own arrangements for:
- Photographer (note: no pictures during wedding)
- Music
- Food service

Couple

MISCELLANEOUS TASKS

Committee

Overseers will:

- Review welcoming statement with individual chosen to sit at head of meeting (sample available on website)
- Review the vows with couple prior to wedding
- Place wedding bench
- Locate and place table for certificate signing
- Locate weights to hold certificate
- Open meeting house for rehearsal
- Lead rehearsal

FOLLOWING THE WEDDING

Committee

Committee will:

- Obtain signatures of couple and at least two members of the Marriage Oversight Committee on the marriage license immediately following ceremony
- Forward signed license to county courthouse
- Make sure that clean up is completed after the wedding and, if applicable, after the reception
- After guests have signed the certificate, Gwynedd Meeting Recorder must sign the certificate in the lower right corner
- After the Certificate is signed by Meeting Recorder copy certificate to 8.5x11 archival paper, if possible, and give copy to meeting Recorder
- Return bench to its place (optional: couple may choose to carve their initials in the back of bench)
- Make sure financial obligations to the meeting have been met
- Present report at following meeting for business stating whether marriage was accomplished with good order, reverence and moderation; legal requirements were satisfied, and certificate was properly recorded
- Continue to be available to the couple for support and to assist as indicated to make them feel at home at Gwynedd Meeting