

Epiphany Catholic Church: ORDER OF CELEBRATING MATRIMONY

Information & Maintenance Form – (revised 6/21/2017)

(Wedding Assistant contacts engaged couple to complete this form and returns to church secretary)

Date of Completion _____

EWA Name & Contact # _____

Please check the appropriate form of your ceremony:

Form 1, within Mass _____

Form 2, without Mass _____

Form 3 (please describe) _____

Presider _____

Epiphany Fees Paid in Full ___Yes ___No

Reception at Epiphany ___Yes ___No

Bride's Name _____ Phone _____

Groom's Name _____ Phone _____

Wedding Day/Date _____ Time _____

Rehearsal Day/Date _____ Time _____

- Anyone with a role in the wedding ceremony is expected to attend rehearsal. This includes Cross Bearer; Lectors (to carry Book of Gospels); Gift Bearers; Eucharistic ministers; Acolyte; Greeters; etc.

MAINTENANCE

Wall hanging above Quiet Room (outside major liturgical seasons): ___Yes ___No

- Wall hanging chosen: _____

Wall hanging at altar area (outside major liturgical seasons): ___Yes ___No

- White drape with crystal cross: ___Yes ___No
- Other wall hanging chosen: _____

Aisle candles (\$25 fee): ___Yes ___No

Use of Library (courtesy dressing) area: ___Yes ___No

Use of Nursery (additional fee incurred): ___Yes ___No

Coat rack requested (Library): ___Yes ___No (Quiet Room) ___Yes ___No

Flower table across from Sacristy

Bridal Party: # of Bridesmaids _____ # of Groomsmen _____ # of Ushers _____

**Flowergirl ___Yes ___No **Ringbearer ___Yes ___No

(Reminder: ** 5 years & older)

- Programs/Participation Sheets (Circle all that apply): ___Yes ___No
- Will have Greeter(s) or need baskets? _____

Wedding Couple: _____

Wedding Date: _____

Outside Wedding Planner: _____ **Phone:** _____

Musicians: _____

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Photographer: _____ **Phone:** _____

- Photographer letter sent: ___Yes ___No Required photo list submitted? ___Yes ___No
- Photographer Arrival Time: _____ Photos prior to Ceremony? ___Yes ___No
- Encourage photographer to attend rehearsal especially if this is first visit

Florist: _____ **Phone:** _____

- Florist Arrival Time: _____

Follow-up contact completed (6 mos & 1 yr from wedding date):

- **6 mos:** ___Yes ___No **1 yr:** ___Yes ___No

REMINDER: Rice, birdseed, flower petals and confetti are strictly prohibited in any building or grounds of Epiphany Catholic Church.

QUESTIONS?? Contact Kathi Ley at 544-3714

Office Use Only (delivery date):

cc: _____ Office _____ Maintenance _____ Art & Environment _____ CWP Details Folder