



# Wedding Coordinator Checklist



## Ceremony

Celebration:  Word  Mass

Unity Candle  Yes  No Flowers to Parent  Yes  No

Flowers to Mary  Yes  No



## Wedding Party

Bride: \_\_\_\_\_

Groom: \_\_\_\_\_

Maid of Honor: \_\_\_\_\_

Best Man: \_\_\_\_\_

Bridesmaid \_\_\_\_\_

Groomsmen \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Ring Bearer \_\_\_\_\_

Flower Girl \_\_\_\_\_

Jr. Bridesmaids \_\_\_\_\_

Jr. Groomsman \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Grandparents of the Groom (1)

\_\_\_\_\_

\_\_\_\_\_

Grandparents of the Groom (2)

\_\_\_\_\_

\_\_\_\_\_

Grandparents of the Bride (1)

\_\_\_\_\_

\_\_\_\_\_

Grandparents of the Bride (2)

\_\_\_\_\_

\_\_\_\_\_

Parents of the Groom

\_\_\_\_\_

\_\_\_\_\_

Parents of Bride

\_\_\_\_\_

\_\_\_\_\_

Ushers

\_\_\_\_\_

\_\_\_\_\_



### Liturgical Ministers

1<sup>st</sup> Reading

\_\_\_\_\_

2<sup>nd</sup> Reading

\_\_\_\_\_

Petitions

\_\_\_\_\_

Extraordinary Ministers

\_\_\_\_\_

\_\_\_\_\_

Gift Bearers

\_\_\_\_\_

\_\_\_\_\_



### Entrance Procession

1. **Prelude**

2. **Seating of the Family**

Music Change:  Yes  No

- a. Grandparents of the Groom Set 1
- b. Grandparents of the Groom Set 2
- c. Grandparents of the Bride Set 1
- d. Grandparents of the Bride Set 2
- e. Parents of the Groom (*Unity Candle?*)
- f. Mother of the Bride (*Unity Candle?*)

3. **Bridal Party Entrance**


Music Change:  Yes  No

- a. Priest & Groom
- b. Bridesmaids & Groomsmen
- c. Maid of Honor & Best Man



### Liturgy of the Word


2. **1<sup>st</sup> Reading**

 \_\_\_\_\_



Lector \_\_\_\_\_

3. **Responsorial Psalm**

 \_\_\_\_\_


4. **2<sup>nd</sup> Reading**

 \_\_\_\_\_



Lector \_\_\_\_\_

5. **Gospel**

 \_\_\_\_\_


6. **Prayers of the Faithful**



Lector \_\_\_\_\_

- d. Flower Girls & Ring Bearers
4. **Bride's Entrance**
- Music Change:  Yes  No
- Bride & Father of the Bride


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 **Liturgy of the Word**

- |                                  |                                  |                  |
|----------------------------------|----------------------------------|------------------|
| 1. <b>Opening Prayer</b>         | 3. <b>Responsorial Psalm</b>     | 5. <b>Gospel</b> |
| 2. <b>1<sup>st</sup> Reading</b> | 4. <b>2<sup>nd</sup> Reading</b> | 6. <b>Homily</b> |

 **Rite of Marriage**

- |                               |                                   |                                   |
|-------------------------------|-----------------------------------|-----------------------------------|
| 1. <b>Statement of Intent</b> | 3. <b>Blessing &amp; of Rings</b> | 5. <b>Prayers of the Faithful</b> |
| 2. <b>Exchange of Vows</b>    | 4. <b>Unity Candle (optional)</b> |                                   |

 **Liturgy of the Eucharist**

(When marriage takes place within side Mass)

- |                                           |                                              |                              |
|-------------------------------------------|----------------------------------------------|------------------------------|
| 1. <b>Preparation of the Altar</b>        | 2. <b>Offertory</b>                          | 3. <b>Eucharistic Prayer</b> |
| 4. <b>Our Father</b>                      | 5. <b>Nuptial Blessing</b>                   | 6. <b>Sign of Peace</b>      |
| 7. <i>Flowers to the Parents</i>          | 8. <b>Lamb of God</b>                        | 9. <b>Communion</b>          |
| 10. <i>Presentation of Flowers to BVM</i> | 11. <b>Closing Prayer</b>                    |                              |
| 12. <b>Solemn Blessing</b>                | 13. <b>Closing Song &amp; Procession Out</b> |                              |

 **Rite of Marriage Continued**

(When marriage takes place outside of Mass)

- |                              |                           |                                             |
|------------------------------|---------------------------|---------------------------------------------|
| 1. <b>Our Father</b>         | 4. <i>Flowers to Mary</i> | 7. <b>Closing Song &amp; Procession Out</b> |
| 2. <b>Sign of Peace</b>      | 5. <b>Closing Prayer</b>  |                                             |
| 3. <i>Flowers to Parents</i> | 6. <b>Solemn Blessing</b> |                                             |

 **Post Wedding**

- |                                                                                   |                                                     |
|-----------------------------------------------------------------------------------|-----------------------------------------------------|
| 1. <b>Receiving Line</b> <input type="checkbox"/> Yes <input type="checkbox"/> No | 2. <b>Signing Document</b> <input type="checkbox"/> |
|-----------------------------------------------------------------------------------|-----------------------------------------------------|

 **Set Up**

(\* if Marriage takes place during Mass)

- |                                                            |                                                          |
|------------------------------------------------------------|----------------------------------------------------------|
| 1. <b>Church</b> <input type="checkbox"/> Kneelers         | <input type="checkbox"/> Unity Candle Holder             |
| 2. <b>Credence Table</b>                                   |                                                          |
| <input type="checkbox"/> Presider's Chalice w/purificator* | <input type="checkbox"/> Towel*                          |
|                                                            | <input type="checkbox"/> Extra Chalices w/ purificators* |

Water Cruet\*

Bowl\*

Corporal\*

**3. Books**

Lectionary {  1<sup>st</sup> Reading       2<sup>nd</sup> Reading       Gospel }

Sacramentary {  Opening Prayer, etc       Preface }

Petitions       Rite of Marriage Book

**4. Gift Table**

Paten w/ Hosts\*       Flagon of Wine\*

**5. Extras**

Flowers to Parents       Flowers to BVM       Holy Water for Ring Blessing

Unity Candle       Programs

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 **Rehearsal Checklist**

**1. Opening Prayer**

**Rehearsal**



**Opening Prayer for Rehearsal**

Almighty God, hear our prayers for **N.** & **N.** who will come before you tomorrow to be united in the sacrament of marriage. Increase their faith in you and in each other and through them bless your Church. We ask you this through Christ our Lord. - Amen

**2. Greeting**

- a. Reception of a Sacrament
- b. Respect for the couple

**3. Line Bridal Party Up and Place Them**

**4. Demonstrate & Practice walking down the aisle.**

- a. Unity Candle (w/ Parents)
- b. Meeting up with partner
- c. Giving the Bride Away
- d. Slow

**4. Go through ceremony.**

- a. Instruct readers when to come forward
- b. Instruct gift bearers

**5. Final Announcements**

- a. Shoes
- b. Rings
- c. Dress
- d. Consumption of Alcohol
- e. Arrival time & dressing room(s)