

Church/Ceremony Checklist

- _____ Request for a wedding package
- _____ What is the facility rental fee?
- _____ What equipment are included and/or excluded?
(example) Organ, Piano, speakers, microphones, lighting, Candelabras –
lighting ceremony
- _____ What is the room capacity?
- _____ What is the security deposit requirement? Refund policy?
- _____ What are the rules if any regarding decorations? Flowers?
Photography? Video taping?
- _____ Insurance requirements – if any?
- _____ Adequate parking? Valet service?
- _____ Officiant requirements? Is there a list to choose from? Can you bring
your own Officiant?
- _____ What are the rental hours? Overtime charge per hour?
- _____ Personnel overtime charge?
- _____ Are there Changing Rooms Available? Waiting Rooms?
- _____ Discount for Weekdays rental versus weekend rental?
- _____ Is there a Church Coordinator? – Their responsibilities?
- _____ Aisle runner rental? Can you bring your own?
- _____ Petal tossing – is this allowed?
- _____ Send off – bird seed tossing? Rice tossing? Bubble blowing? Butterfly
releasing? Dove releasing? – are these allowed?
- _____ Access time for floral and decoration delivery?
- _____ Any ceremonies preceding yours and/or following yours?

Suggestion: Be sure to have a written contract for all your rented facilities.
Be sure to verify and confirm all items agreed upon in writing.