



Cathedral of Christ the King Wedding Guild Pre-Planning Checklist

Directions: Complete form by filling in blanks or utilizing the drop-down options. Save the completed document and return to your assigned CTK Wedding Guild Volunteer. Please review the [Planning Your Wedding at Christ the King](#) section on the Cathedral website.

Bride's Name: Phone: Email:

Groom's Name: Phone: Email:

Ceremony and Rehearsal

Wedding Date/Time:

Rehearsal Date/Time: If other time:

Type of Celebration: Celebrant:

Will Celebrant Attend Rehearsal: Yes No Name of Visiting Celebrant:

Please remind your celebrant that the maximum amount of time allowed in the Cathedral is from the beginning of your ceremony start time and for 75 minutes. If he runs late, it will impact your time for pictures.

Musicians Organist: Soloist Yes No

Additional Musicians:

Click [Here](#) to access the Cathedral's Wedding Music Form. Additional fees apply. An organist and cantor will be automatically scheduled for all nuptial masses. Please ensure the organist, soloists and musicians are paid at least one week before your ceremony.

Vendors

Florist

Photographer Name: Company:

Videographer Name: Company:

Outside Wedding Planner: Attending Rehearsal: Yes No

Liturgy Participants

Liturgy of the Word

Please note reading choice from Together for Life, or complete book and verse from a Catholic bible.

Old Testament Reading: Read by:

Psalm Reading: Read by:
or Sung by Cantor:

New Testament Reading: Read by:

Gospel Selection: Proclaimed by the Celebrant

Prayers of the Faithful: Read by:
or read by Celebrant:

Nuptial Mass – Complete this portion if ceremony is a Nuptial Mass

Gift Bearers (*please ask that they attend the rehearsal if they are not Catholic*):

Eucharistic Ministers (At Priest's Discretion):

Number of Guests Expected:

Special Customs

Devotion to the Blessed Mother: Yes No

Any other special customs:

Family

Groom's Maternal Grandparents

Grandmother's Name: Escorted by:

Grandfather's Name: Which Pew?

Groom's Paternal Grandparents

Grandmother's Name: Escorted by:

Grandfather's Name: Which Pew?

Bride's Maternal Grandparents

Grandmother's Name: Escorted by:

Grandfather's Name: Which Pew?

Bride's Paternal Grandparents

Grandmother's Name: Escorted by:

Grandfather's Name: Which Pew?

Groom's Parents

Mother: Escorted by:

Father:

Bride's Parents

Mother: Escorted by:

Father:

Any divorced parents or special seating arrangements?

Wedding Party

of Maid(s) / Matron(s) of Honor:

of Bridesmaids:

of Junior Bridesmaids:

of Flower Girl(s) Ages:

of Best Men

of Groomsmen

of Ushers (if separate from Groomsmen)

of Ring Bearer(s) Ages:

Procession Order

Please provide the order of the wedding party, working backward - the first bridesmaid/groomsman listed will go down the aisle first and will stand furthest from the couple. The Maid/Matron of Honor and Best Man stand closest to the couple on the altar and enter at the end of the processional, in front of the flower girls/ring bearers (if applicable), so they would be the last people listed.

Bridesmaids

Groomsmen

Procession:

Groomsmen's Entrance:

Checklist

Please be aware that your time is designated for your ceremony, which must begin on time and not impose on any other event before or after it. If your ceremony does not begin on time, it may be abbreviated and/or you may forfeit your post-ceremony photography time.

- * It is customary to provide a stipend for the Priest or Deacon in appreciation of the time spent in your marriage preparation. The recommended amount is \$350.
- * If you do not provide your Marriage License to the Celebrant in advance, please be certain to bring it to the rehearsal.
- * If your dress does not meet the Cathedral Dress Code, we will provide an appropriate covering for your shoulders.
- * Please carefully review the Cathedral Guidelines. You and your wedding party are expected to abide by the Guidelines of the Cathedral.
- * Please provide a copy of the Cathedral Guidelines to your florist, photographer and/or videographer and ensure they are able to abide by the Guidelines.

Pictures following the ceremony are limited to 15 minutes. The 15 minutes begin at the completion of the ceremony. Your entire time in the Cathedral cannot exceed 75 minutes from the start of your ceremony time. We also ask that you not photograph on the front steps of the Cathedral following your ceremony as it blocks the entrance.

- * Please note that the Bridal room and Groom's space is available for your use in the 1.5 hours prior to your ceremony. We ask that no food or beverages, other than water be consumed in the rooms. Please do not rearrange the furniture.
- * Please designate someone to clean up the Bridal room, i.e. collect everyone's possessions, throw out all trash from flower boxes, water bottles, etc. **prior to the ceremony**. Items cannot be left in the Bridal room / Groom's space during the ceremony. The Wedding Guild cannot accept responsibility for watching possessions during the ceremony. The parish cannot accept responsibility for the security of personal items or of items left before, during or after your ceremony anywhere on the Cathedral grounds.
- * Please designate someone to collect pew bows, extra programs, programs left, etc. immediately following the ceremony. *Please note that programs are not required and are not provided by the Cathedral. Any programs left in the Cathedral may be offered as samples to future couples.*
- * Rehearsals are scheduled for a maximum of 45 minutes and must begin/end on time.
- * Your party, including vendors may arrive no more than **1.5 hours** prior to your ceremony start time

Additional Comments: