

ST. NORBERT CATHOLIC CHURCH

WEDDING PLANNING CHECKLIST

Use this Checklist to organize your planning.

APPOINTMENTS:

Initial visit with _____ Date _____ Time _____
Second visit with Fr./Deacon _____ Date _____ Time _____
Third visit _____ Date _____ Time _____
(Fourth visit) _____ Date _____ Time _____
(Fifth visit) _____ Date _____ Time _____

Meeting with Music Coordinator Date _____ Time _____

DOCUMENTS:

	BRIDE	GROOM	
Baptismal Certificate	<input type="checkbox"/>	<input type="checkbox"/>	NEW copy required of Catholic parties only
First Communion Certificate	<input type="checkbox"/>	<input type="checkbox"/>	Required of Catholic parties only
Confirmation Certificate	<input type="checkbox"/>	<input type="checkbox"/>	Required of Catholic parties only
Letters of Freedom	<input type="checkbox"/>	<input type="checkbox"/>	
Dispensation (if needed)	<input type="checkbox"/>	<input type="checkbox"/>	
Completion of Engaged Preparation Program	<input type="checkbox"/>	<input type="checkbox"/>	
Civil License	<input type="checkbox"/>	<input type="checkbox"/>	
Pre-Nuptial Questionnaire	<input type="checkbox"/>	<input type="checkbox"/>	

To Do:

- Register for Diocesan Engaged Preparation Program (Engaged Encounter, etc.)
- Schedule wedding date with priest Date _____ Time _____
- Schedule rehearsal date with _____ Date _____ Time _____
Wedding Coordinator
- Plan Liturgy (see TOGETHER FOR LIFE booklet) – Turn in Liturgy Planning sheet no later than the last appointment with priest/deacon.
- Select music.
- Give guideline sheet to florist.
- Give guideline sheet to photographer.
- Give guideline sheet to videographer.
- Submit all required documents.
- Turn in Marriage License to priest/deacon at final meeting.
- Turn in envelope with payments (for musicians, servers, wedding coordinators) at rehearsal or to Ministry Center before the Wedding Day.