

WEDDING CEREMONY CHECKLIST

USMMA Mariners' Memorial Chapel – Kings Point, NY

Print out for your personal use

One Year Before Marriage

- Ensure freedom to marry issues are resolved.
- Reserve date with Chapel.
- Reserve date with clergy person.
- Reserve reception center (make sure you have Chapel date secured first).
- Request necessary religious legal documents (Baptismal, etc.).
- Request ceremony selection books from your clergy person.
- Commence Pre-Marriage (Pre-Cana) instructions.
- Contact organist.

6 Months before Marriage

- Reserve rehearsal date with Chapel.
- Finalize reception hall plans.
- Visit with organist.

2 Months Before Marriage

- Complete Pre-Marriage Instruction.
- Meet with clergy person and complete final paperwork: Pre-Marriage Investigation Questionnaire (for Roman Catholics).
- Complete final wedding selections: Readings, persons involved.
- Finalize selection of music with chapel organist.
- Confirm clergy arrangements in a letter to Mariners' Chapel.
- Contact ceremonial honor guard if requested.
- Obtain NY State Wedding License – Note: Only valid for 60 days.

2 Weeks Before Marriage

- Submit wedding license to Chapel
- Complete fee schedule
- Ensure that readers have received a copy of the proper readings and bring them to the rehearsal.
- Attend rehearsal

Rehearsal

- Arrive ½ hour before rehearsal time. Be aware that traffic is very difficult on Long Island.
- Submit any remaining fees and paperwork to Wedding Assistant.
- Review Chapel availability for your wedding date to ensure timing on placement of flowers, etc.
- Clergy person does not have to attend the rehearsal, but should be invited.
- Ensure that best man and maid of honor have been informed of all arrangements.
- Ensure that all direct participants attend the rehearsal.

Wedding Day

- Arrive ½ hour before ceremony.
- Wedding rings?
- Place optional ceremonial items.
- Clean and retrieve optional items after ceremony

Important Telephone #'s

Mariners' Chapel 516-773-5305
 Chapel Fax 516-773-5310
 Honor Guard 516-773-5387
 Your clergy person _____
 Organist _____
 Florist _____
 Limo Service _____
 Reception Hall _____
 Others: _____

<u>Fee Schedule</u>	<u>Amount</u>	<u>Sent</u>
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Chapel	_____	<input type="checkbox"/>
Clergy	_____	<input type="checkbox"/>
Organist	_____	<input type="checkbox"/>
Singers:	_____	<input type="checkbox"/>
Others:	_____	<input type="checkbox"/>