

MARRIAGE PREPARATION CHECK LIST

PREPARATION

_____ **Premarital Inventory** (*FOCCUS or Prepare/Enrich*)

_____ **Day of Enrichment Conference or Overnight Retreat** (*Schedule at least six months before your wedding.*)

Baptismal Certificates (*obtain a copy issued within the last six months from the parish at which you were baptized*)

- If you were baptized at St. Mary, contact the Parish Administrative Assistant and request that a current copy be generated and forwarded to the Wedding Liturgy Coordinator
- If you were baptized outside of St. Mary, call the parish at which you were baptized and request a copy of your Baptismal Certificate be sent to St. Mary's 9520 W. Forest Home, Hales Corners, WI 53130. Att: Wedding Liturgy Coordinator

_____ Bride's Baptismal Certificate

_____ Groom's Baptismal Certificate

Plan Wedding Celebration

_____ Select Readings & Vows before meeting with Wedding Liturgy Coordinator
(*See stmaryhc.org/PlanningAWedding*)

_____ Meet with Wedding Liturgy Coordinator (The Wedding Liturgy Coordinator will contact you to schedule meeting 2-3 months prior to you wedding.)

_____ Meet with the St. Mary Musician scheduled for your wedding (The musician contact information will be provided by the Wedding Liturgy Coordinator. Once received, you should contact the musician to set up a separate meeting to plan music.)

_____ Wedding Fees. Fees are payable at the Liturgical Consultation. Please bring your check book as there will be multiple checks. The Wedding Liturgy Coordinator will provide the names for each check at the Liturgical Consultation.

- The wedding couple should make financial arrangements directly with other musicians and hired professionals that are not listed on the Fee Schedule.

_____ At least 6 weeks before your wedding, contact your Presider to schedule a meeting

_____ Return the signed Photographer Agreement to the Wedding Liturgy Coordinator.

_____ Return the signed Videographer Agreement to the Wedding Liturgy Coordinator.

_____ Write 5-7 petitions for the Prayer of the Faithful and provide the Wedding Liturgy Coordinator a copy at least 2 weeks before your wedding (*samples available at stmaryhc.org/PlanningAWedding*)

OTHER DETAILS

_____ **Wedding License** (*See stmaryhc.org/PlanningAWedding*)

Rehearsal

_____ **The Wedding License MUST be brought to the rehearsal.**

_____ Inform participants to be on time. (Everyone who will participate in the liturgy should be at the rehearsal, except your musicians and other vendors.)

_____ Programs, Unity Candle set, etc. may brought to rehearsal.

Miscellaneous

_____ Rings and Wedding Dress (*These may NOT be stored at the Church. Please bring them on the wedding day.*)

_____ Contact the Parish Administrative Assistant regarding plans after your wedding (*Are you registering as a couple? Are you registered and moving to another parish? etc.*).