

WEDDING CHECKLIST  
WEDDING COORDINATOR  
(Pat Coldewey)  
[pgcoldewey@gmail.com](mailto:pgcoldewey@gmail.com)  
CELL: 979-268-9312

- BRIDE
  - Cell:
  - Email:
- GROOM
  - Cell:
  - Email:
- POST-WEDDING MAILING ADDRESS:
  
- WEDDING DATE:
  - TIME:
- CELEBRANT/s: (**Out of Town Celebrants** must obtain a certificate of permission from the City Clerk's office in Charlottesville, VA; after application, celebrant must pick up the certificate in person before the wedding. See [www.holycomforterparish.org](http://www.holycomforterparish.org) for details)
  
- REHEARSAL DATE:
  - TIME:
- SCRIPTURE PASSAGES
  - READERS (required)
  
- MASS w/Holy Communion? IF YES:
  - GIFTS BROUGHT UP BY:
  - EUCHARISTIC MINISTER (CHURCH APPOINTED OR FAMILY/FRIEND? MUST BE TRAINED IN THE CATHOLIC TRADITION)
  
  - CANTOR OR SPOKEN?
  
  - ALTAR SERVERS (CHURCH APPOINTED OR FAMILY/FRIEND?):
    - If not friend of family – a stipend is due to the Altar Server (Fr. JML prefers two)
  
- ALL PAPERWORK TO FATHER JOSEPH MARY? (check with church office)

- **CIVIL MARRIAGE LICENSE (Out of State Couples Please NOTE: MUST BE OBTAINED FROM THE COMMONWEALTH OF VIRGINIA)**
- DISCUSS FLOWERS
  - ARRIVAL TIME:
  - WEDDING PARTY (NUMBERS & NAMES):
    - #/NAMES BRIDESMAIDS =
    - #/NAMES GROOMSMEN =
    - MAID/MATRON OF HONOR
    - BM
    - FLOWER GIRL(S)
    - RING BEARER(S)
    - USHERS
    - "DOOR" HELPERS (TWO )
  - PROCESSION
    - MUSIC #1:
      - GROOM'S GRANDPARENTS
      - BRIDE'S GRANDPARENTS
      - GROOM'S PARENTS
      - BRIDE'S MOTHER
        - SERVERS
        - PRIEST
        - BEST MAN
        - GROOM
    - MUSIC #2
      - GROOMSMEN
      - BRIDESMAIDS
      - FLOWER GIRL(S)
      - RING BEARERS
      - MAID OF HONOR

***BACK DOORS CLOSE - BELLS RING***

- MUSIC #3
  - BRIDE & FATHER

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BRING TO REHEARSAL (WEDDING PROGRAMS - LESS TO THINK ABOUT ON WEDDING DAY ... ;-)