

Sacred Heart Catholic Church

Wedding Planner Form

Form must be returned to the Parish Office no later than 30 days prior to your wedding date.

office@sacredheartcolwich.org

Sacred Heart Wedding Coordinator: Kelly Gerber 316-516-0791

Bride:	Groom:	
Bride Phone #:	Groom Phone #:	
Bride E-Mail:	Groom E-Mail:	
Wedding Date:	Time:	
Rehearsal Date:	Time:	
Reception Location:		
Priest(s):		
Altar Servers:		
Extraordinary Minister(s) of Holy Communion:		
Organist:	Soloist:	
Lector(s):		
Petitions:		
Offertory Gifts:		
Bride's Parents:		
Groom's Parents:		
Maid/Matron of Honor:		
Bridesmaids:		
Best Man:		
Groomsmen:		
Flower Girl:	Ring Bearer:	
Ushers:		
Estimated # of Guests:	Estimated # of Catholics:	
Bringing Dresses, Flowers, etc. to Rehearsal to put in Marian Room?	Yes / No	Time:
Unlock Marian Room Saturday morning <i>(The Brides room)</i>	Yes/No	Time:
Bringing Church Flowers? Yes/ No	Time?:	Leaving Them? Yes/No
Rose/Flowers to Mary?	Yes / No	Rose/Flowers to Mothers? Yes / No
Pictures in church?	Before / After / Both	Pictures Outside? Before / After / Both
What time will pictures be taken?		
<i>(Pictures need to be finished in church 1 hour before the ceremony & by 3:00 if taking them afterwards.)</i>		
Ok to see each other before the ceremony?	Yes / No	Do you have your own wedding coordinator?
Number of Pews to reserve for the Family.		Yes / No Time they will arrive?

Song for Seating of Grandparents and Parents: _____

Processional Song: _____

Bride processional song: _____

Mass Readings:

First Reading (Old Testament) _____ Responsorial Psalm: _____

Second Reading (New Testament) _____ Gospel: _____

***Songs may not be secular (i.e. popular / worldly). They should be an appropriate reflection of the Sacrament.*

Procession Pairing & Order

Special Notes

Reminders:

- Marriage License must be sent to the office no later than the week prior to your wedding.
- Sacred Heart Hall will not be available for decorating or set up until 8:00 am the day before.
- **All items must be removed from the church & dressing rooms by 3:30 pm**
- The door between classrooms 7-10 and the Hall will be locked at 6:00 pm. All guests will need to enter via the northwest entrance.
- Nothing on the altar can be moved without Father’s approval.
- The bride and groom’s kneeler will be placed in front of altar prior to rehearsal.
- YOU CANNOT DRINK ALCOHOL BEFORE THE WEDDING & ALCOHOL IS NOT ALLOWED ANYWHERE OUTSIDE OF SACRED HEART HALL.
- NO CLASSROOMS OR ANY OTHER ROOMS MAY BE USED FOR ANY REASON.
- Call the wedding coordinator or the parish office if you have questions.