

## Wedding Timetable Check List

### Engagement (7-12 months):

- Couple must meet with the Pastor of Marriage and Family and get approval for the wedding.
- The bride and groom fill out and sign the Wedding Planning Agreement. This is normally done at the first meeting with the Pastor of Marriage and Family.
- The proposed wedding and rehearsal dates will be indicated on the form.
- A date for the wedding at Valley is not set until the couple has met with the Pastor of Marriage and Family and the wedding has been approved by Valley's Senior Pastor. Therefore, it is very important for the couple to start the pre-marital preparation at the church approximately seven to twelve months before the wedding date.
- Once the date is confirmed with the office and the Pastor, it is placed on the calendar, proper papers are filed, and the deposit is made to secure the date.
- The couple begins the pre-marital marriage mentoring.
- The couple receives and reads *The Wedding Guide*. If the couple has any questions, they should contact the Adult Ministry Office, which can arrange for them to talk to the Wedding Coordinator.
- The couple calls the organist/pianist to secure their wedding date with him/her.

### Three months before the wedding ceremony:

- The couple meets with the Director of Music and Worship Arts and submits a list of music (titles and composers), as well as a list of outside musicians.
- Any outside musicians must meet with the Director of Music and Worship Arts.
- The couple meets with the Wedding Advisor to go over the details of the wedding.

### Three weeks before the wedding ceremony:

- All wedding details must be finalized.
- No further changes may be guaranteed after this time.
- Pay all balances due to Valley.

### Wedding Rehearsal:

- The wedding party should attend the rehearsal and arrive 30 minutes before the scheduled rehearsal time.
- Wedding Advisor will arrive 30 minutes early.

### Wedding Day:

- Church will be opened two hours before the ceremony.
- All attendants should be at church one hour before the ceremony.
- Wedding Advisor will arrive one hour before the ceremony.