

Timeline Checklist

Nine Months Prior:

- Sign up for a Pre-Marital Group at MBC.
- Turn in your Bride and Groom Forms, pay for SYMBIS and take the assessment.
- Begin your Pre-Marital Group and gain tools to help you establish a healthy, thriving marriage.

Six Months Prior:

- Set a budget for your wedding.
- Select your MBC wedding officiate/pastor and confirm they are available on the date you have chosen. There is no required fee for an MBC pastor unless they accrue travel expenses. However, we do suggest an honorarium fee. The travel expenses and honorarium should be paid directly to the pastor on the day of the ceremony.
- Decide on location and secure venue - MBC or Offsite. If the wedding will be at MBC, it can either be on a Friday evening or no later than 2pm on a Saturday.
- Receive approval of the date and location from the Care Team.
- If you are having your wedding at MBC, we will provide an Onsite Wedding Coordinator for your special day. The cost is \$150 and you will pay the Wedding Coordinator on your wedding day.
- Secure a location for your reception. Even if your wedding is at MBC, your reception will need to be secured at another location.
- Meet with someone from the Care Team to review the MBC guidelines.

Three Months Prior:

- Work on your guestlist.
- Choose your wedding party.
- Begin dress shopping.
- Purchase wedding bands.
- Secure a photographer and/or videographer.
- Choose your wedding ceremony. The Care Team can send you several samples if you would like.
- Order any rentals needed.
- Secure musicians and soloists. They will be required to attend the rehearsal as well as arrive 30 minutes prior to the wedding to finalize the set-up.
- Order flowers.
- Send out your Save-the-Date.
- Secure hotel rooms for out-of-town guests and the pastor if the wedding requires travel.
- Secure your caterer for the reception as well as schedule cake tasting.
- Design and order your invitations and thank you cards.
- Plan your honeymoon.

Two Months Prior:

- Send out your wedding invitations 6-8 weeks before the wedding.
- Plan your Rehearsal and Rehearsal Dinner.
- Complete your seating chart for the reception.
- Complete the Wedding Information Form and the Ceremony Outline Form. Turn them into the Care Team and your MBC Wedding Coordinator.

One Month Prior:

- Complete your Pre-Marital Group.
- Apply for your Marriage License.
- Confirm with your venues and vendors.

Two Weeks Prior:

- Meet with your Care Team person and make any final adjustments for your big day including song selection and if you're doing communion. MBC will provide a sound and lighting technician. The cost is \$150 and should be paid directly to the tech person on the day of the wedding.
- Meet with your MBC Wedding Coordinator and do a walk-through.
- Meet with your MBC officiate/pastor to finalize details and review your Pre-Marital Group experience.

Wedding Day:

- Your MBC Wedding Coordinator will be available to assist during your rehearsal, wedding and clean-up.
- If your wedding is at MBC, clean-up must begin after the photographs are completed. Rental equipment and personal items must be removed the day of the wedding.
- Pay the MBC Wedding Coordinator (\$150), the MBC Sound and Lighting Tech (\$150) and the honorarium for the pastor. Cash or personal checks are appropriate.