



Polaris Christian Church
Wedding Coordinator Form

Who will have the rings? _____

**It is normally customary to provide snack/drink for the bride and groom room. Please be sure that both rooms put all items in the provided trash cans before leaving the church.*

**It is nice to have an "emergency kit" for the church and then the reception. Some important items to include: stain sticks, hairspray, safety pins, sewing kit, scissors, static guard, mints, deodorant, straws, and bandaids.*

Are you having programs? _____ If so, who will be passing them out? _____

Are you doing a receiving line after the ceremony? ____ If yes, will the usher be dismissing the line?

Will there be bubbles, bells, etc? _____ If so, who will be passing these out?

**Certain items must be approved by the church first*

Will there be any additional decorations besides the flowers? _____

Have you talked to the pastor? _____

Have you talked to the worship leader? _____

Who will be doing the music? _____

Will the stage be cleared for an additional fee? _____

Will there be pictures after the ceremony at the church? _____

Does the photographer have a list of pictures and people needed for these pictures?

**It is normally a huge timesaver if the people you want in pictures are in the first few pews of the church ready and waiting for pictures.*

Will there be a limo or driving service? _____ What time? _____

What items will be going to the reception from the church?

What person will be loading and transporting these items? _____

What items will be going home or to some location other than reception?

What person will be loading and transporting these items? _____



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**Please make sure these people have a list of items and understand they are responsible for loading and transporting.*

Few other notes:

*Please make sure there is no drinking on church property.

*Please make sure all bridal party members are respectful to church rules and regulations.

*Please load up all trash in trash cans and remove all personal property before leaving.

*Please remember to pay all fees at the rehearsal dinner. Also, be sure to bring the marriage certificate.

*Please remember and to also remind the bridal party to be on time for rehearsal and wedding.