



Wedding Checklist for Couples

To assist in planning the celebration of your marriage at the Immaculate Heart of Mary Catholic Church, please review the enclosed material carefully. The following checklist may serve as a guide for you.

The following items must be submitted to the Parish Office before any date is confirmed:

- _____ Contract signed and returned.
- _____ Presiding Priest/Deacon Form completed and returned (if officiating clergy is not a member of the clergy assigned to IHM).
- _____ Checks for initial fees (Use of Church) received and cleared.

Once these items have been submitted to the Parish Office, your date will be confirmed on the Parish Calendar.

Other items to coordinate once wedding date has been confirmed:

- _____ Meet with presiding priest/deacon to prepare for sacrament of marriage:
 - Complete pre-nuptial investigation form
 - Complete and discuss premarital inventory
 - Register for and attend Archdiocesan marriage preparation program
 - Discuss the liturgy for marriage ceremony
 - Secure necessary baptismal/confirmation records
- _____ Arrange meeting with IHM Wedding Coordinator approximately 2-3 months prior to the wedding.
- _____ Arrange meeting with the Director of Liturgy approximately 2-3 months prior to the wedding.
- _____ Wedding Liturgy Planning Form completed and returned no later than one month prior to the wedding.
- _____ Obtain civil marriage license
- _____ Checks for remaining fees (wedding coordinator, musicians and any optional fees) due at rehearsal to Wedding Coordinator.
- _____ Bring civil license to wedding rehearsal.