

WEDDING CHECKLIST



The Next three pages are Guidelines for the Photographer, Florist and Musicians

Please have the photographer, florist and musicians read and sign the Guidelines pertaining to their particular area. Acknowledging that they understand and Will adhere to the Guidelines.

Please return the signed forms to the Parish Office at least 30 days (or earlier if possible) prior to the wedding date.

mail/fax or bring the forms to the Mission Parish office.

Fax number: 831-623-2433

Mailing Address:

Mission San Juan Bautista

PO Box 400

San Juan Bautista, CA 95045

If you have any questions please call the Parish Office at 831-623-2127

Photography and Videographer Guidelines

Please return this form signed to the Parish Office 30 days prior to the wedding date

- It is the responsibility of the bride and groom to make all necessary arrangements for photographing their wedding. Photographers are welcome to take pictures before, during and after weddings. Photographers and videographers are requested to be respectful and not walk around during the ceremony. Still and video photographs are allowed. Flash photography is not allowed during the ceremony.
- Prior to the wedding, you may arrive no more than one hour before the start of your wedding to use the church grounds for photographs.

Guidelines

- Other than the church grounds, pictures may be taken in the church. Photographing and videotaping during the wedding must be discreet and respectful of the fact that this is a religious service. Posed pictures will end 15 minutes before the scheduled time of the wedding. The choir loft is not available for use.
- The sanctuary may not be entered at any time during the wedding by photographers or photography equipment. The wedding party has up to 30 minutes immediately following their wedding to take pictures in the church. Afterwards, they are welcome to use the church grounds for more pictures.
- Artificial lights on stands may not be used during the wedding. Artificial lights may be used for posed pictures or after the wedding. Flash is not permitted during the ceremony.
- Photographers must bring their own props and ladders. Standing on any church furniture is not allowed.
- Photographers must dress appropriately at the church and during the ceremony.
- Refuse must be properly disposed of in the containers provided outside each door of the church
- Photographers must respect the decision of the Wedding Day Coordinator when it is time to line up for the wedding procession. Any poses not completed before the wedding may be done so afterwards.

Having read the Photography/Videography Guidelines for Mission San Juan Bautista, we acknowledge that we understand and will adhere to the guidelines.

Bride's Signature

Groom's Signature

Photographer Name

Photographer signature

Videographer Name

Videographer Signature

DATE

Floral and Decoration Guidelines

Please return this form signed to the Parish Office 30 days prior to the wedding date

- **The only candle allowed are those on the alter and the unity candle for weddings. No other candles can be used for decorating.**
- When decorating the Church, please do not use staples, tacks, nails, adhesive tape, or anything that would damage, deface, disfigure pews, ambo (podium) or any part or fixture of the church. This is especially the case when decorating with flowers or bows on the pews, benches or chairs of the Mission. Some florists have clips that work nicely and others simply tie them on with beautiful ribbons. Your cooperation in this is most appreciated.
- Any present adornment or decoration of the church, (e.g., flags, plants, statues, etc.) especially the environment items reflecting a liturgical season (Advent, Pentecost, etc.) must not be moved or removed.
- Any of the worship-related items (e.g., Missalettes, song books, etc.) must not be moved or removed.
- **Stations of the Cross may not be decorated.**
- Flowers for your ceremony are your responsibility. All plants or flowers placed on the back Altar (where the tabernacle sits) will need to remain there. Please consider this your gift to God and the Mission Community. **Artificial and dried flowers are not allowed.**
- Due to the danger to you and your guests, we **do not** allow aisle runners; the throwing of rice, confetti, flower petals, birdseed or any substitute in the church or on church property.
- Florists need to bring arrangements through the rear driveway/garden area. The florist may arrive to decorate the church one hour before the start of your ceremony, and we ask that they remove all flower boxes, bows, etc., immediately after your wedding. Florists should **NOT** arrange flowers at the Mission but should bring all bouquets, sprays, etc., completed and ready to place at their location. You may assign someone from your wedding party to help you clean up after the ceremony if the florist will just be dropping off the arrangements.

Having read the Floral and Decoration Guidelines for the Mission San Juan Bautista, we acknowledge that we understand and will adhere to the guidelines.

Bride's Signature

Groom's Signature

Florist's Name

Florist's Signature

DATE

Music Guidelines

Please return this form signed to the Parish Office 30 days prior to the wedding date.

- The music for your wedding ceremony is very important. Mission San Juan Bautista is known as “the Mission of Music” and the beautiful 200+ year old church provides a magnificent musical environment for your wedding. Since your wedding celebration , be it a “big” or “small” ceremony it is still a religious event, all musical selection are to be of a religious nature and appropriate to a Catholic ceremony.
- The bride and groom are responsible for the musician's fees which are not included in the church reservation fee.
- All music must be approved by the Mission San Juan Bautista Organist/Music Director, Edward J. DeGroot at 831-207-1233 or denianded@sbcglobal.net
- The Mission Music Director of Mission Cantors, English or Spanish language, may be hired to perform at your wedding ceremony. Please talk with the Music Director for the names of the Mission cantors and their contact information
- Please contact the Music Director at least two to six months prior to your wedding date to discuss the music for your wedding. Coordination of additional instruments an/or outside musicians must be arranged with our Music Director prior to securing their services. If you hire an organist, he/she must be a member of the Organ Guild.
- Taped music is not allowed in the church. All music is to be performed live and must be church ,music; no secular music.
- Please do not move the organ or piano.

Having read the Music Guidelines for Mission San Juan Bautista, we acknowledge that we understand and will adhere to the guidelines.

Bride's Signature

Groom's Signature

Musician's Name

Musician's Signature

DATE

WEDDING CHECKLIST

Bride's Name: _____

Groom's Name: _____

Wedding Date and Time: _____

Rehearsal Date and time: _____

Church or Chapel: _____

Spanish/English/ Bilingual: _____

PROCESSIONAL ORDER (Circle what applies):

Groom's Grandparents (optional) Yes No How Many: _____

Bride's Grandparents (optional) Yes No How Many: _____

Groom's Parents: Yes No How many: _____

Bride's Parents: Yes No How Many: _____

Ring Bearer: Yes No Name: _____

Bride Escort: Yes No Name: _____

Rosary: Yes No Name: _____

Lasso: Yes No Name: _____

Bible: Yes No Name: _____

Arras: Yes No Name: _____

Bouquet to Mary: Yes No

Unity Candle: Yes No

Bridesmaids

Groomsmen

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Maid of Honor: _____

Best Man: _____

Readers:

1st reading: _____ 2nd Reading: _____

Eucharist Ministers (optional): _____

Presenters of Eucharist Gifts or Offerings: _____

Please provide names of all that apply and make sure the contracts are signed by each one.

Mariachi: _____ Organist: _____

Musicians: _____ Florist: _____

Photographer: _____ Videographer: _____

Who is designated to help clean up after ceremony? This includes flowers, trash, realigning the pews, and any pew decoration

Names: _____

Have you turned in your Marriage License and other documents needed for your file?

Make sure this checklist is as complete as possible. Good Luck on your last minutes preparations!