

CITY HARVEST CHURCH

Wedding Planning





There are many important decisions an individual has to make in his/her lifetime. Besides making the decision to follow Jesus, the next most important decision is the person you choose to marry.

The fact that you are reading this guide shows that you have already made that decision. We have included in the following pages, a checklist as well as the procedures for registering Civil Marriages in Singapore to help you foresee and plan ahead for your big day. All the best as you embark on this exciting journey with your partner!

For more helpful information, you may contact:

THE WEDDING DEPARTMENT

• **Rev. Yong Te-Chong**

Wedding Liaison Minister

Tel.: 6737 6266

Fax: 6737 6166

E-mail address: yongtc@chc.org.sg

• **Ms. Beatrice Syn**

Events Executive

Tel.: 6737 6266

Fax: 6737 6166

E-mail address: wedding@chc.org.sg

Wedding Planning Checklist

Careful planning and scheduling will enable you to truly enjoy every moment of your Wedding Day. The wedding planning checklist consists of four parts, namely:

- A. Preparation before the Wedding Day
- B. The Actual Wedding Day
- C. The Wedding Reception or Dinner
- D. After the Wedding Day

PREPARATION BEFORE THE WEDDING DAY

9 to 18 Months before the
Wedding Day

1. Announce Your Engagement

Spread the good news to your family and friends! A good order that you can follow is: parents, siblings, close relatives, and friends. Remember to invite all those that you informed to your wedding.

2. Envision Your Wedding

- a. Plan the theme of your wedding and the budget.
 - Setting and sticking to a budget is crucial in your wedding planning. You need to know the maximum amount you can or are willing to spend on your wedding and reception.
 - Discuss money matters openly—with everyone involved—at the start of the planning to prevent conflicts from developing later on (See Appendix 1 for a list of Typical Wedding Expenses).
- b. Arrange to have a meal with the groom and bride's parents to discuss the wedding reception and the number of guests they intend to invite.
- c. Select the wedding date (it can be an approximate), time and venue for your Solemnization, Holy Matrimony and Reception/Dinner.
 - Remember to arrange for a Licensed Solemnizer if solemnization is required during the Holy Matrimony. (A list of licensed Solemnizers and their contact details are available on the Registry of Marriage Web site www.rom.gov.sg).
 - Please take note that CHC premises and CHC ministers

will not be available for weddings on Singapore's Public Holidays and CHC "Big Days" namely: Easter weekend, Christmas celebration services and Anniversary services.

3. Make The Guest List For The Holy Matrimony And Reception/Dinner

- a. The number of guests you invite is extremely important because every other decision you have to make later on will depend very much on the number of guests you are inviting. For instance, the budget, the venue, the number of invitation cards to print & how much food to cater.
- b. Categorize your guest list so as to ease RSVP process (e.g. Relatives, ex-schoolmates, colleagues, cell group members, ministry friends etc.)
- c. The guest list should comprise input from you, your partner and both sets of parents. Agree to invite certain guest if it is important to someone else.
 - Try reducing other wedding expenses rather than limiting the guest list if your final list is too long for your budget.

4. Find A Wedding Coordinator

A good wedding coordinator will enable you to enjoy your wedding planning. Your coordinator should be an active and committed Cell Group member (Preferably your own CGL). If uncertain, please approach your Pastor/Pastoral Supervisor for advice. Select someone who will go the "extra mile" to make your wedding a success.

5. Submit Your Wedding Registration Form To The Wedding Department

- a. Fill in all information required and get the respective Pastor or Pastoral Supervisor to sign.
- b. Find out how to apply for a marriage license at www.rom.gov.sg.

6. Book Your Wedding Venues In Advance

- a. Venues are the locations where the Solemnization, Holy Matrimony and Reception/Dinner.
- b. Once you have decided on the date and size of your wedding, you should start sourcing out and visit venues. Your choice of the venue depends on the availability, capacity and your personal preference.
- c. The Wedding Hall in City Harvest Church will be the Chinese Church Hall on Level 4, and reception will be at the Café and/or Roof Top Garden.
 - Please take note that CHC premises and CHC ministers will not be available for weddings on Singapore's Public Holidays and CHC "Big Days" namely: Easter weekend, Christmas celebration services and Anniversary services.
- d. For other venues (Do not make payment for the venue before your wedding date has been confirmed by The Wedding Department).

7. Select A Bridal Studio

- a. The bride and groom will choose their own clothing and determine the wedding's overall dress code.



- b. Specify the dress code for the wedding on the invitation. Most people will dress in semi-formal if there is no specific dress code.

8. Select Your Photographer And Videographer

9. Shop For Wedding Rings

- a. Rings come in a variety of designs and metals. A ring fits well if there's just enough room to fit a toothpick between the band and your finger. (Give time allowance for engraving and alteration of ring size.)

10. Start Discussing Honeymoon Plans With Your Partner

11. Discuss Where You Will Live After The Wedding



6 to 9 Months before the Wedding Day

1. Finalize Your Honeymoon Plans

Book your air tickets and accommodation. Apply for visas if necessary.

2. Select Your Helpers

(See Appendix 2 for Helper's List)

- a. Decide on which friends and relatives you want, to participate in your wedding day.
- b. Finalize your helper list and confirm their availability.
 - Assign a person in-charge (IC) for each group of helpers. The IC should help you to coordinate their respective teams.
 - Have a discussion of the wedding preparation with the Wedding Coordinator and all the ICs.

3. Select Your Caterer

Check the following:

- a. The caterer's sample menus and specialties. If you require, do they provide vegetarian food and is it possible to arrange for a food tasting session?
- b. The staff strength they are able to provide. Also decide if the setting will be buffet stations or table service.
 - Buffet stations: Guests go to manned or unmanned stations where they serve themselves or are served.
 - Table service: Servers bring food to the tables; the same meal is provided to everyone.
- c. If they provide floral arrangements, a floral arch for the march-in, and decoration for the reception table.
- d. If they provide champagne-pouring and cake-cutting services during the reception.
- e. If the caterer provides a VIP table for the wedding couple and their parents during the reception.
- f. If the caterer provides tables and tablecloth for the reception (for guests to sign-in) and/or for solemnization. Liaise with them on your desired color theme.

- g. Suggested amount of food to cater is 75-85% of your actual guest list.
- h. Try to negotiate a best price for your wedding and don't be shy about it.
- i. Never hire a caterer without a written contract. Read the contract carefully and thoroughly (especially the fine print) before agreeing to it.



4. Choosing A Wedding Cake

Factors to consider if you are getting a wedding cake:

- Taste: Ask to set up a cake tasting session with your caterer or baker to determine the flavor you want.
- Style: Cakes generally come in three main types—stacked tiers, separated tiers, or cupcakes.
- Frosting: Fondant icing molds beautifully and withstands heat well but doesn't have much taste. Butter cream frosting tastes great but doesn't hold its shape or endure heat as well as fondant.
- Cost: The more ornate the cake, the more it will cost. Cupcakes usually cost less than cakes.

4 to 6 Months before the Wedding Day

1. Invitation cards

- a. Wedding planning involves creating a lot of printed items e.g. save-the-day cards, wedding invitations card, thank you notes, ceremony programs, menu cards or place cards.
- b. Paper: The quality of paper is determined by its weight and its contents. Be prepared to pay more if you want an unconventional size.
- c. Color: Invitations can range from black to white to multicolored. Traditionally, formal wedding invitations are black lettering on white or cream-colored paper. Using more than two colors will cost more.

2. Book Appointments With Your Hair-stylist, Nail Salon, and Facial Beautician

3. Select Music

- a. Choose your March-in and March-out songs for the Holy Matrimony.
- b. Choose the background music for the Holy Matrimony and Wedding Receptions.
- c. The hotel/restaurant usually provides a March-in song for the dinner banquet.

4. Decide If You Will Change Your Legal Name (for the bride)

5. Arrange Lodging For Out-of-town Guests (Optional)

6. Finalize Clothes For The Groom And Groomsmen

2 to 3 Months before the Wedding Day

1. Register With ROM

2. Finalize The Holy Matrimony And Reception Timings With The Wedding Department

3. Finalize Menu

4. Finalize Guest List

5. Address Your Invitation Cards

6. Holy Matrimony Order Of Service (See Appendix 3)

- a. Seek the help of your invitation card designer to design and print your 'Order of Service' handbills.
- b. Pass the handbills to your Wedding Coordinator or the Usher IC who can give them out to the guests on the wedding day.

7. Equipment List

- a. Compile a list of equipment needed by the musicians and sound crew, from the various ICs.
- b. Do your booking with the wedding department for the halls and equipment (See Appendix 5).

8. Wedding Ceremony Flowers

- a. Bouquets: The bride and bridesmaids typically carry bouquets. The traditional bridal bouquet is white but colored bouquets have become more popular nowadays.

- b. Corsages and Boutonnieres: Mothers and grandmothers of the couple usually wear corsages or carry small bouquets. The groom, groomsmen, fathers and grandfathers wear boutonnieres.

9. Decorations

- a. Decide on the theme of your decorations, (e.g. elegant, country-style, floral, etc.)
- b. Decide on the type of flowers and the color of ribbons.
- c. Select your decoration helpers and manpower.

10. Do Up Your Formal Wedding Album And Purchase Your Guest Book



1 Month before the Wedding Day

1. Wedding Rehearsal

- a. Schedule a wedding rehearsal day for the Holy Matrimony with the wedding department.
- b. A rehearsal should be held one week before the actual wedding, depending on the availability of the venue and the Officiating Minister.
- c. The Groom and Bride should have their March-in and March-out songs ready in time for the wedding rehearsal.
- d. People to be present at the wedding rehearsal:
 - Groom and Bride
 - Officiating Minister
 - Wedding Coordinator
 - Parents (optional)
 - Flower-girls and Page-boy/Ring-bearer (optional)
 - Soundman (optional)
 - Musicians (Optional)
 - Master of Ceremony, MC (optional)

2. Distribute Or Mail Out Your Invitation Cards

Try not to distribute your wedding invitation cards more than a month before your wedding, lest your guests forget about it.

3. Purchase Gift For Fiancé/Fiancée And In-laws

4. Ensure Wedding Accessories Are In Order

5. Prepare Seating Arrangements For The Reception/Dinner

6. Draft Out Your Thank-you Speech (Optional)

7. Prepare An Actual Day Itinerary (See Appendix 4)

8. Review Your Insurance Policies And Opening Of Joint Savings And Checking Accounts (Optional)

9. Ensure All Bookings Of Halls And Equipment Have Been Confirmed

10. Haircut For The Groom And Haircut/ Facial For The Bride

The bride should not make her facial appointment for the day before the wedding, as the skin will usually take a day or two to settle after a facial.



2 Weeks before the Wedding Day

1. Finish Honeymoon Packing

Get ready your luggage, honeymoon clothes, holiday accessories like digicam, sunglasses etc.

2. RSVP List

- a. Choose a RSVP IC for every category of invited guests. RSVP should be done 2-3 weeks in advance.
- b. Confirm the estimated turnout with the caterer, hotel, restaurant and usher IC so that necessary adjustments can be made for the food catered and seating arrangements.

3. Photo-taking Session

Prepare a photo-taking list (in order of importance) for the reception after Holy Matrimony.

4. Try To Sleep Well In These Last Two Weeks



1. Attend Wedding Rehearsal

- Memorize your wedding vows (Appendix 6). You can choose to write your own personal wedding vows and e-mail your vows to wedding@chc.org.sg.
- Make cheque payment to City Harvest Church.

2. Finalise Actual Day Arrangements With Your Wedding Coordinator

- Time of arrival for the groom to pick up the bride.
- Time of arrival for the wedding entourage.
- Time of arrival for the make-up artist at the bride's house.
- Time of arrival for the photographer & videographer.
- Time of arrival for the officiating minister.
- Time of arrival for the interpreter.
- Time of arrival for the musicians.
- Prepare red packets/thank-you gift for your tea ceremony and helpers.

3. Follow Up With Guests Who Have Not RSVP-ed

4. Finalize Banquet Setting Arrangement

1. Remain Calm, Relaxed And Have A Good Breakfast

2. Remember To Bring The Wedding Ring And Gifts (Or Assign Someone To Be In Charge Of Them)

3. Have Fun And Leave Everything To Your Helpers And Wedding Coordinator

Provide copies of the itinerary for your Wedding Coordinator and Best Man so that they can help to keep track of time (See Appendix 4).

WEDDING RECEPTION OR DINNER



Hotels And Restaurants Are Most Willing To Render Their Services

Some things to note are:

- Ushers: Have ushers to show your guests to their respective tables.
- Guest Book: Remember to bring your Guest Book for dinner guests to sign.
- MC: Select your MC (choose two if interpretation is required).

THE ACTUAL WEDDING DAY



AFTER THE WEDDING DAY

Write And Mail Your Thank-you Notes Within Six Weeks Of The Wedding (optional)

Lastly, congratulations and enjoy being married!

Helpers

List *(See Appendix 2)*

Carefully select your friends to help you in the following roles:

1. Officiating Minister

Check with the wedding department the availability of the Pastor you would like to ask to be your officiating minister.

2. Wedding Coordinator

You will need to find a Wedding Coordinator (WCO) approved by your Pastor/Pastoral Supervisor.

- a. The wedding coordinator should also arrange to pick up the wedding box from The Wedding Department **1-2 days before the actual wedding day**. (Please make appointment one week in advance).
- b. Accessories needed for the Holy Matrimony are:
 - i. **Unity candle stand**
 - ii. Unity candles (buy five in case of breakage)
 - iii. Table for the unity candle stand
 - iv. **Two cushions** for kneeling
 - v. **One ring pillow**
 - vi. Tablecloth for the unity candle tables
 - vii. Table & tablecloth for the Signing of Marriage Certificate (if necessary).(NOTE: Items in **bold** can be found in the wedding box.)

3. Wedding Entourage

4. Master of Ceremony (MC)

- a. It would be most helpful to approach someone with stage experience. If uncertain, please approach your Zone Pastor/Supervisor for advice.
- b. Have two MCs if the ceremony is a bilingual service.
- c. You may have different MCs for the Holy Matrimony and reception/dinner.

5. Chinese Interpreter

If you require a Chinese interpreter for your Holy Matrimony, please indicate clearly on the '**Wedding Registration Form**.'

6. Song Leader

- a. If a bilingual service is required, get a song leader who can lead in both languages.
- b. The song leader should be someone who has been approved by your Zone Pastor/Supervisor, or is experienced.

7. Backup Singers

8. Musicians

- a. Decide on the number of musicians you require for the occasion.
- b. One keyboard player and one guitarist are sufficient. (Bass guitarist and drummer are optional).

9. Usher IC And Team

10. Sound System

- a. If you are using a hotel or another church for your Holy Matrimony, check if they allow you to bring in your own soundperson and sound equipment.
- b. If not, make necessary arrangements for your soundperson to view the venue and talk to the person-in-charge before the actual day.

11. Chorus Board Helper

- a. The IC should get the Praise & Worship songs from the Song Leader.
- b. Bring along your laptop for the lyrics.

12. Physical Arrangement IC And Team

13. Area Cleaning IC And Team

To do minor cleaning before and after the wedding ceremony.

14. Decoration IC And Team

- a. You can either engage professional service, like florists and caterers, or get amateur help from friends.
- b. Arrange for them to keep the decorations after the wedding.
- c. Please refrain from using lighted candles along the aisle.

15. Receptionist(s)

- a. To save on manpower, you may assign your entourage to double up as receptionists.
- b. You may also ask the receptionists to help you buy the Guest Book and pens.

- c. If the couple wants to keep a record of all monetary gifts and presents, you can either label them with number stickers or make sure the guests write down their names on the cover of their gifts.
- d. It is advisable to place extra empty red packets at the reception table for guests who may forget to bring their own.

16. Photographer And Videographer

- a. Arrange for a photographer to cover the whole day's event and the Holy Matrimony.
- b. Inform the photographer and videographer of the bride's address.
- c. You may want to discuss with them the budget for photography and/or videography.

17. Security Team (Optional)

- a. Security personnel, preferably a male, should be stationed at the reception table to safeguard all monetary gifts and presents.
- b. Prepare a briefcase/bag to keep all monetary gifts (optional).

Beware of monetary loss!

18. Flower-girls

19. Page-boy/Ring-bearer

20. Drivers

Have enough cars for your entourage.



Instruction Sheet For Marriage Procedure

1. Obtain a Wedding Registration Form (WRF) online at www.chc.org.sg or through your Cell Group Leader or Pastoral Supervisor.
2. Fill in all the information required in the form. Your Zone Pastor or Zone Supervisor MUST sign on the WRF before submitting to the office.
3. The WRF must be submitted to the wedding department by hand or mail **at least six to nine months** ahead of the scheduled date. CHC office is located at 1 Raffles Boulevard, #05-02, Suntec City, Singapore 039593.
4. All couples getting married in CHC need to complete a compulsory pre-marital course before your wedding details at CHC can be finalised.
5. If the events (rehearsal, actual wedding, & decoration date) will be taking place in City Harvest Church premises, please book the respective rooms/hall at least three months ahead.
6. **Do not book your restaurants and hotels before we confirm the date with you.**
Please take note that CHC premises and CHC ministers will not be available for weddings on Singapore's Public Holidays and CHC "Big Days" namely: Easter weekend, Christmas celebration services and Anniversary services.
7. You will need to find a Wedding Coordinator (WCO) approved by your Zone Pastor/Supervisor.
8. If the wedding includes the solemnization ceremony (the signing of the Marriage Certificate), **the couple is required to register online at www.rom.gov.sg** to apply for the Notice of Marriage (NOM) at least 1 ½ months before the desired date.
9. The couple needs to prepare a pair of wedding rings for the actual day.
10. The WCO or the couple need to find their own helpers (Song leader, Master of Ceremony, musicians, back-up singers, decoration team, sound man, ushers, receptionist, etc.)
You may approach your Pastor/Pastoral Supervisor, or the wedding department for help if you encounter any difficulty.
11. A wedding rehearsal date has to be set one month before the wedding date.
12. The couple/wedding coordinator must ensure that the wedding certificates are brought to the actual wedding venue on the wedding day.

Procedures For Registered Marriages

The Registry of Marriages (ROM) registers and solemnizes civil marriages under the Women's Charter. You can choose to have your solemnization at the registry office, within church premises, a hotel, restaurant or other premises approved by the ROM.

1. Officiating Minister

Application for the Notice of Marriage is to be submitted at least 21 days and up to three months before the date of solemnization. ROM accepts only online applications via its Web site at www.rom.gov.sg. Please prepare the following details before eFiling.

- **Singaporean:**
NRIC & Birth Certificate.
- **Permanent Resident (PR):**
NRIC, Birth Certificate, Passport & Re-entry permit.
- **Malaysian:**
NRIC, Birth Certificate & Passport.
- **Divorced:**
Original or Certified True copy of the Decree Nisi Absolute in addition to the relevant identification documents.
- **Widower/Widow:**
Late spouse's Death Certificate in addition to the relevant identification documents.
- **Witnesses:**
ID/Passport of two witnesses above the age of 21 years.

2. Age Requirements

- The applicant should be 21 years and above.
- If an applicant is between 18 and 21 years old, he/she requires parental consent to marry. Both parents and two adult witnesses must also be present with their NRICs.
- If an applicant is below 18 years old, he/she will need to call at ROM to apply for a Special Marriage License.

3. Solemnization Of Marriages

The solemnization of marriages can take place after 21 days and within three months after the Notice of Marriage date, subject to the availability of dates. Two witnesses above the age of 21 are required.

Church members can choose to solemnize their wedding in the church premises whereby advanced booking of venue and Officiating Pastor must be made with The Wedding Department at least **six months** before the date of solemnization. You should also provide manpower for preparing the hall, such as the seating arrangements, sound system, and/or decoration purposes (optional).

4. Marriage Fees (Payable To ROM)

Payments made are non-refundable.

For payments made through the Internet, only payments made in Singapore currency via credit cards are accepted.

For payments made at the kiosks located within ROM, only payments made in Singapore currency via Cash Card and NETS are accepted.

5. ROM Opening Hours

Service Hours	
Inquiries	8.30 am to 5.30 pm (Mondays to Fridays only)
Self-help kiosks (NETS/Cashcard/ Credit Card payment)	8.30 am to 5.00 pm (Mondays to Fridays) 8.30 am to 12.00 pm Saturdays)

If you have any further queries, please contact:

Registry of Marriages (ROM)

7 Canning Rise,
Singapore 179869
Tel: 6338-7808/6338-9987
Fax: 6339-3328

Instructions For Wedding Bookings

NOTE: Booking is only applicable to couples who have already submitted their 'Wedding Registration Form' to the wedding department.

For use of **CITY HARVEST CHURCH** premises:

1. For ROM

- Book the necessary rooms/halls as required. (Suggested venue: Chinese Church Hall, Level 4)
- Book necessary sound equipment (e.g. sound system, one microphone, one long table). Please refer to Appendix 5 for suggested booking.

2. Holy Matrimony/For Church Blessing

- Book the necessary rooms/halls as required (Suggested timing: Between 10 a.m. to 1 p.m.).
- Book sound & music equipment.

Please refer to Appendix 5 for suggested equipment booking.

3. For Wedding Rehearsal

- Book the necessary rooms/halls as required.
- The rehearsal day will preferably be one week before the actual wedding day. However, the rehearsal date should be booked one month before the actual wedding day.

Please refer to Appendix 5 for suggested equipment booking.

4. For Wedding Reception

- Book the necessary rooms/halls as required.
- Cheques made payable to City Harvest Church should be sent to the wedding department for record purposes.

6. Collection Of Wedding Box

- Collection date must be confirmed one week before the actual wedding.
- Collection time is between 11 a.m. to 6 p.m. in Suntec office.
- The wedding box must be returned by the following Tuesday or Wednesday between 11 a.m. to 6 p.m. at Church Office.

For use of **OTHER** premises:

1. Holy Matrimony/For Church Blessing

- Book sound & music equipment (optional).

Please refer to Appendix 5 for suggested equipment booking.

2. Collection Of Wedding Box

- Collection date must be confirmed one week before the actual wedding.
- Collection time is between 11 a.m. to 6 p.m. in Suntec office.
- The wedding box must be returned by the following Tuesday or Wednesday between 11 a.m. to 6 p.m. at Church Office.

