



CITY HARVEST CHURCH

Wedding Planning
Appendix

Updated as of September 13, 2013

Typical Suggested Wedding Expenses

Ceremony Costs

- \$ _____ Wedding hall rental
- \$ _____ Decorations
- \$ _____ Marriage license
- \$ _____ Wedding rings
- \$ _____ Candles
- \$ _____ Bridal bouquet
- \$ _____ Boutonnieres
- \$ _____ Corsages
- \$ _____ Flowers for flower girl

Clothing

Bridal Attire

- \$ _____ Wedding gown
- \$ _____ Tea dress
- \$ _____ Accessories
- \$ _____ Hair & make-up
- \$ _____ Shoes

Groom Attire

- \$ _____ Tuxedo or Suit
- \$ _____ Shirt
- \$ _____ Tie
- \$ _____ Accessories
- \$ _____ Shoes

Gifts & Miscellaneous

- \$ _____ Groom and Bride's gift for each other
- \$ _____ Gifts for both sets of parents
- \$ _____ Appreciation for Officiating Minister
- \$ _____ Appreciation for interpreter
- \$ _____ Appreciation for musicians
- \$ _____ Appreciation for soundman/technical crew
- \$ _____ Ring pillow
- \$ _____ Guest book

Reception Costs

- \$ _____ Reception hall rental
- \$ _____ Food & beverages
- \$ _____ Cake
- \$ _____ Decorations
- \$ _____ Music

Photography

- \$ _____ Engagement portrait(s)
- \$ _____ Wedding photographs
- \$ _____ Wedding video(s)
- \$ _____ Reception pictures
- \$ _____ Proofs
- \$ _____ Album
- \$ _____ Photographer's fee
- \$ _____ Videographer's fee

Stationary

- \$ _____ Wedding invitations
- \$ _____ Ceremony programs
- \$ _____ Thank-you cards
- \$ _____ Stamps

Lodging and Transportation

- \$ _____ Limousine
- \$ _____ Parking
- \$ _____ Car rental
- \$ _____ Hotel rooms

Other events

- | | |
|--------------------|-----------------|
| \$ _____ Honeymoon | \$ _____ Others |
| \$ _____ Others | \$ _____ Others |
| \$ _____ Others | \$ _____ Others |
| \$ _____ Others | \$ _____ Others |
| \$ _____ Others | \$ _____ Others |

Suggested Helpers List

Groom's name: _____ **Bride's name:** _____

Date of wedding: _____ **Venue:** _____ **Time:** _____

Sn	Job Description	Person-in-charge
1	Officiating minister	
2	Wedding coordinator	
3	Groom's entourage	
4	Bride's entourage	
5	Master of ceremony (MC)	
6	Chinese interpreter/Translator	
7	Song leader	
8	Backup singer IC	
9	Musician IC	
10	Usher IC	
11	Sound IC	
12	Chorus board IC	
13	Slides IC	
14	Physical arrangement IC	
15	Area cleaning IC	
16	Decoration team IC	
17	Receptionists	
18	Cameraman	
19	TV crew IC/Videographer	
20	Security IC	
21	Flower girls	
22	Page-boy	
23	Drivers	
24	Special song item IC	
25		
26		
27		

Suggested Holy Matrimony Order Of Service

- 1. Welcome**
- 2. Praise & Worship**
- 3. Procession Of Bride**
- 4. Special Item (Optional)**
- 5. Exhortation**
- 6. Exchanging Of Vows & Rings**
- 7. Solemnization (Signing Of Marriage Certificates) (Where applicable)**
- 8. Lighting Of Unity Candle**
- 9. Blessing Of Couple**
- 10. Recession Of Couple**
- 11. Tea Reception**

Suggested Itinerary

Morning (Bride's House)

- 6.30 a.m. Bride wakes up and washes up
- 6.45 a.m. Arrival of make-up artist
- 7.00 a.m. Arrival of photographer and videographer
- 7.15 a.m. Arrival of bridesmaid(s) and entourage
- 8.30 a.m. Bride gets ready for arrival of groom

Morning (Groom's House)

- 7.30 a.m. Groom wakes up and washes up
- 8.00 a.m. Arrival of entourage and drivers
- 8.20 a.m. Groom and entourage set off to fetch the bride
- 8.45 a.m. Arrival at the bride's house
- 9.30 a.m. Fetch bride
- 10.00 a.m. Return to groom's house
- 10.20 a.m. Tea ceremony at groom's house
- 10.50 a.m. Bride changes to return to her house
- 11.20 a.m. Arrival at bride's house
- 11.45 a.m. Tea ceremony at bride's house
- 12.30 p.m. Prepare to leave for Church wedding

Afternoon

- 1.00 p.m. Arrival at the venue for Holy Matrimony
- 1.30 p.m. Groom welcomes guest while bride gets ready
- 1.45 p.m. Start of Holy Matrimony (See Appendix 2)
- 2.35 p.m. End of Holy Matrimony
- 2.45 p.m. Start of tea reception
- 3.15 p.m. Photo-taking session with guests
- 4.00 p.m. End of tea reception
- 4.30 p.m. Home sweet home

Evening

- 6.00 p.m. Arrival at dinner venue
- 7.30 p.m. Welcoming of guests
- 8.15 p.m. Couple march-in
- 8.30 p.m. Start of dinner
- 8.50 p.m. Bride leaves to change gown
- 9.10 p.m. Couple march-in
- 9.25 p.m. Champagne-pouring and cake-cutting
- 9.30 p.m. Toast for wedding couple ("Yum seng")
- 10.30 p.m. Photo-taking with guests
- 11.00 p.m. End of dinner
- 11.15 p.m. Home sweet home

(NOTE: The above is only an estimated schedule & guide for a typical wedding. The sequence of events may vary for different couples. The actual planning of time depends largely on individuals and this list is definitely NOT exhaustive.)

Equipment List

For Weddings Held in CHC Premises

For Wedding Matrimony

Item Description	Qty
Projector + Screen	1
Wireless Microphone	2
Wired Microphone	2
CD Player	1
Sound Console	1
Sound Speakers	2
Keyboard + Stand	1
Drum Set	1
DI Box + Cables	4
GS Table	2
Red Carpet	1
Guitar Cable	1
Easel	1

For Wedding Reception (Optional)

Item Description	Qty
CD Player	1
Wired Microphone	1
Microphone Stand	1
Sound Console	1
Sound Speaker	2

** Equipment is also available for booking for weddings held in other premises.
Please contact CHC wedding department for more information.*

Sample Of Wedding Ceremony Procedures

AFTER ENTRANCE OF COUPLE:

When Jesus, together with His disciples, were called to witness a marriage, He gladly met the call and there began His ministry and His acts of power. Thus, we are also assembled here to witness the pledges this man and this woman now make to each other, and at the same time, to set forth in their marriage, with prayers and Christian blessing.

Therefore, who gives this young lady in marriage?

Father of the bride answers: **Her mother and I.**

Marriage was ordained of God in Eden and He confirmed that by the wedding of Cana in Galilee with the gracious presence and miraculous blessing of Christ. Its purpose is to unite two hearts and lives together; this is done by blending their interests, hopes, and future. It therefore involves mutual compromise, loving patience and holy trust.

PRAYER BEFORE MESSAGE: (Couple sits down)

PRAYER AFTER MESSAGE: (Couple comes back).

TO THE COUPLE:

Dearly beloved: we are gathered together here in the sight of God, and in the face of this company, to join together this man and this woman in holy matrimony, which is commended of Apostle Paul not to come into unadvisedly or lightly; but reverently, discreetly, advisedly, and in the fear of God. Into this holy estate, these two persons present come now to be joined. If any man can show just cause why they may not be lawfully joined together, let him now speak, or else hereafter forever hold his peace.

If it be your intention to take each other as husband and wife, you will manifest it by uniting your right hands.

Do you, KOH PUAY LENG, take this woman, LIM SIEW HONG, whom you now hold by the hand, to be your lawful and wedded wife? Do you promise to love and cherish her, in sickness and in health, for richer or poorer, for better or worse; and forsaking all others, cleave only to her, as long as you both shall live?

Answer: **I do.**

Do you, LIM SIEW HONG, take this man, KOH PUAY LENG, whom you now hold by the hand, to be your lawful and wedded husband? Do you promise to love and cherish him, in sickness and in health, for richer or poorer, for better or worse; and forsaking all others, cleave only to him, as long as you both shall live?

Answer: **I do.**

COUPLE REPEATS AFTER THE MINISTER:

I, KOH PUAY LENG, take you, LIM SIEW HONG to be my wedded wife—to have and to hold from this day forward, for better or worse, for richer or poorer, in sickness and in health, to love and to cherish and to obey, as long as we both live, according to God's holy ordinance; and thereto I give you my love.

I, LIM SIEW HONG, take you, KOH PUAY LENG to be my wedded husband—to have and to hold from this day forward, for better or worse, for richer or poorer, in sickness and in health, to love and to cherish and to obey, as long as we both live, according to God's holy ordinance; and thereto I give you my love.

EXCHANGE OF RINGS:

What do you now give that you will faithfully perform these vows?

May these rings be the symbol of your love and devotion to each other. Being a single band, they show the oneness in your relationship and the everlasting love and devotion you will have for each other.

PASTOR TO SAY: I now give you this ring, **KOH PUAY LENG**, that you may place it on the finger of **LIM SIEW HONG**, thus you are giving to her and she receiving of you.

With this ring I wed you—it is a token of the vows I have made to you—with it I will myself and all my worldly goods endow to you—in the sight of God the Father, the Son and the Holy Spirit.

PASTOR TO SAY: I now give you this ring, **LIM SIEW HONG**, that you may place it on the finger of **KOH PUAY LENG**, thus you are giving to him and he receiving of you.

With this ring I wed you—it is a token of the vows I have made to you—with it I will myself and all my worldly goods endow to you—in the sight of God the Father, the Son and the Holy Spirit.

Please join your right hands again. What God has joined together, let no man nor woman put asunder.

TIME TO LIFT THE VEIL:

May God the Father, the Son and the Holy Spirit bless, preserve and keep you. The Lord mercifully, with His bountiful favor look upon you, and fill you with all spiritual blessings and grace; that you may live together in this life, that in the world to come you may have life everlasting. Amen.

SIGNING OF MARRIAGE CERTIFICATE (IF APPLICABLE):

UNITY CANDLE, followed by PRAYER AND BLESSING:

On behalf of **KOH PUAY LENG** and **LIM SIEW HONG** and their respective families, I would like to invite you for a simple tea reception in the hall.

Ladies and gentlemen, brothers and sisters, I introduce to you **Mr and Mrs KOH PUAY LENG**!