

WEDDING COORDINATOR'S SERVICE CHECKLIST

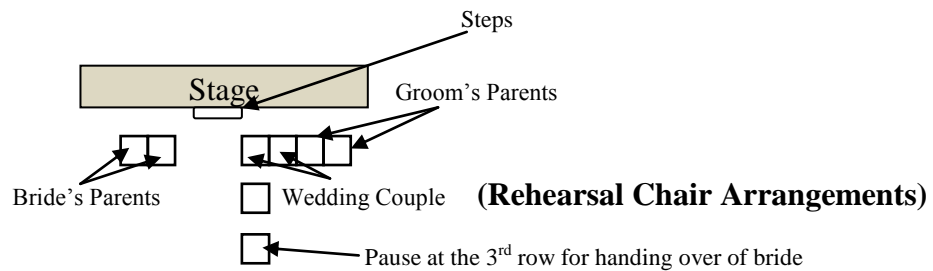
Officiating Pastor: _____ Date: _____ (DD/MM/YY) Time: _____

Venue: _____ Interpreter: _____

Please ensure that ...

1. ... Wedding Rehearsal

- Ensure steps and 3 rows of chairs are arranged (See diagram) according to the actual day's set up.



- Signing table to be arranged during rehearsal if there is a solemnization on the actual day.

2. ... 1 day before wedding service

- Coordinator to give a courtesy reminder call to the interpreter & Officiating Pastor's Secretary about the wedding details. (Eg. Date, Time, Venue)
- Coordinator to remind musicians to be attired "**Super Smart Semi Formal**". (Strictly no torn/tattered jeans. Dark jeans or pants preferred. Collared shirt/Polo. To keep in view what family of couple would wear.)
- Coordinator to find out officiating minister's car plate number for actual day valet purposes. (No. _____)
- Remind the couples' & witnesses' to bring their I/C or Passport (**Pass it to the Coordinator**)
- Ensure *all* helpers, song leader, musicians and BVs to be properly attired.
- Check if couple wants bilingual P&W.

3. ... Actual day before the wedding service, Coordinator to ensure

- Ensure interpreter & Officiating Pastor arrive 15mins before wedding service.
- Ensure that interpreter runs through the sermon for 20 mins before the word. (Ensure no divorce is mentioned!)
- Coordinator & Senior CGL/ZS attire must be "Very Smart". (Dark colored jeans or pants.)
- Ensure that a prominent car park lot is set aside for Officiating Pastor.
- Reserve seats for the Officiating Pastor, Interpreter and external Justice of Peace.
- Find out couples' Chinese name for the interpreter. (With Hanyu Pinyin)

- Ensure ZS/ Senior CGL to be present for **WHOLE** wedding to support and ensure everything runs well. (She/he has to be properly attired.)
- Coordinator must always identify himself at the hall/venue the moment the Officiating Pastor arrives. In case there is an emergency or an errand to run.
- Run through the actual order of service with the Officiating Pastor.
- Remind Officiating Pastor to hand his personal microphone to couple during vow exchange.
- Coordinator to ensure March in and March out music are tested on the venue's system. (Run through **full song** at least *twice*)
- Ensure that Video/Photo Montage to be played through at least *twice* on actual day and set. (For proper ensuring of good sound and video quality.)
- Assign **1 chorus board helper** (1. _____) to ensure there is background pictures for the P&W lyrics when projected on the projector screen.
- Check the duration of Video Montage and Photo Montage. __ mins __ secs.
- Remind the photographer to shadow the couple.
- Assign **1 helper** (1. _____) to usher Page Boy / Ring Bearer to hand over wedding band or wedding rings to officiating pastor. (***Usher must be sure when handing over takes place.***)
- Assign **2 helpers** (1. _____ 2. _____) for shifting of the pulpit during wedding service.
- Assign **2 helpers** (1. _____ 2. _____) to usher couples' witnesses to the "signing of certificate table".
- Assign **2 helpers** (1. _____ 2. _____) to usher the couples' parents to stage for final blessing. (Usher to be introduced to parents before the service.)
- Assign **1 helper** (1. _____) to reposition pillow from communion table to the front of the altar during the last part of blessing the couple. (Only **AFTER** parents and Pastor have stood behind the wedding couple.)
- Assign **1 helper** (1. _____) to light the right and left unity candles.
- Assign **1 sharp usher** (1. _____) to welcome the Officiating Pastor from the car park to the hall/venue. (**Look out for car plate number.**)
- Assign **1 helper** (1. _____) to prepare a microphone to pass to couple and retrieve back, for "**Thank You Speech**" after communion.
- Ensure Emcee is briefed to remind guests to "pop" confetti only **during** the march out.
- Coordinator must greet parents of couple.

4. ... Song Leader

- Sound man to assign microphone for song leader and BVs.
- Brief the song leader to sing 1 or 2 praise songs. Maximum 2 Praise songs.
- 1 worship song. Ensure Song leader does not sing in tongues.
- Song sheet printed out in English and Chinese and placed on pulpit for Song leader. (**Big Font**)
- Ensure song leader is briefed to end worship with an applause. Then hand over microphone to Emcee.
- Song leader and BVs must be formally attired. (**Tie optional, No jeans**)
- Song leaders to choose an appropriate song. (No rock or shouting songs.)
- Song to be sang in right key.

5. **... Chorus Board**
- Ensure that background pictures during P&W are shown.
 - Ensure both the English and Chinese lyrics are displayed on the chorus board during P&W.
 - Ensure that font size is BIG enough for guests to read. (*Standard Font: Arial Bold MT, Size: 77*)
6. **... Bride's Father**
- Brief Bride's Father to hold bride's train during march in.
 - Brief Bride's Father on how to hand over bride's hand to groom.
 - Brief the Bride and Father to pause at the 3rd row before handing over.
 - Coordinator to assign **1 helper** (1. _____) to usher bride's father to his position during worship.
 - Brief Bride's Father, to follow behind bride and come forward till he is standing next to his wife. (After handing over bride)
7. **... Exchanging of wedding vows**
- Helper to usher Paige Boy / Ring Bearer to hand over wedding band or wedding rings to officiating pastor.
 - Helper to assist ring bearer in taking out the rings from the pillow and hand over to the Officiating Pastor. (**Immediately after the exchange of wedding vows.**)
8. **... Signing table**
- Ensure there are 2 pens on the table.
 - Ensure there are minimal flowers on the table.
 - Certificate of Marriage (**Original and duplicate only**) to be placed neatly on table. (Ensure no obstructions when signing is in progress)
 - Ensure there are 2 microphones on the table.
 - Ensure that couple & witnesses' I/C is placed neatly on the signing table.
9. **... Communion Table**
- Ensure 3 pillows are placed neatly beside the table. (**1 on one side and 2 on the other side – V shape**)
 - Ensure that ½ a cup of wine and 2 pieces of bread are placed on the communion table.
 - Helper to reposition pillow from communion table, to the front of altar during the last part of blessing couple. (Only **AFTER** parents and pastor have stood behind couple.)
 - Helper to remove pillows after final blessing prayer.
10. **... Unity Candles**
- Place unity candles stand in a place where there is no strong air-con draft.
 - Ensure all 3 candles are pre-lit & blown off. For easier lighting up.
 - Ensure a lighter is ready on the table.
 - Helper is to light the right and left candles, **while** communion is on.

11. ... 5 minutes before the wedding service

- Emcee to make an announcement to switch off all mobile phones.
- Emcee to explain our culture of worshipping. And to encourage guests to lift up hands.
- Emcee to brief and remind guests, to pop confetti only *during* the march out.
- Ensure that officiating minister is present in the hall. (Do NOT start service until officiating pastor is present)

12. ... During the wedding service

- Emcee is to invite guests to stand as he/she ushers in the bride.
- A pair of helpers to remove pulpit from centre of stage **while** Pastor is making his closing prayer after preaching.
- A pair of helpers to usher both bride's and groom's witnesses to the "signing of cert table" and back to seats.
- A pair of helpers to usher parents to the stage for final blessing and back to seats.
- Ensure sound is not too overwhelming for couples' parents.

13. ... After wedding service

- Couple and parents to stand outside hall entrance to greet & thank guests for coming. (Optional)
- Liaise with caterer what time the food is ready to be served. (Approximately *30mins before* the service starts)
- Coordinator to ensure that duplicate certificate is posted.

Wedding Matrimony Layout

