



Thank you for choosing me to officiate your wedding. It is a huge honor to be selected for such an important occasion.

I have put this list together to outline the responsibilities of both parties so that there is no confusion or miscommunication, and your wedding can operate smoothly.

**Wedding Officiant/Minister's Responsibilities:**

- It is my responsibility to provide the services outlined in the signed contract.
- It is my responsibility to arrive at your ceremony on time.
- It is my responsibility to arrive prepared for your ceremony.
- It is my responsibility to be aware of laws and regulations in the state in which your wedding is taking place, and to adhere to all laws.
- It is my responsibility to check in with any designated coordinator you may have for your wedding.

**Couple's Responsibilities:**

- It is the couple's responsibility to apply for the proper marriage license in accordance with the state/municipality/county in which the ceremony will take place.
- It is the couple's responsibility to make sure the license is brought to the ceremony, unless other arrangements are made to have the license mailed to me in advance.
- It is the couple's responsibility to communicate if I should be coordinating with any other vendors.
- It is the couple's responsibility to arrange for a sound system to be available during the ceremony if you wish to have one. I have a speaker system with a microphone if needed, but needs to be requested/coordinated in advance.
- It is the couple's responsibility to adhere to payment arrangements set forth in the signed contract.
- It is the couple's responsibility to be ready and on time as much as possible. Please note the timing included with your service/package, and additional fees that apply for any overages.