

# The “**Big 35**” **TO DO** List (13.9.13)

In preparation of your wedding day you will need to address the following **35** things.

Anything **\*BOLD** can be downloaded from the Wedding Resources page at [www.abbotsfordanglican.org](http://www.abbotsfordanglican.org)

## As soon as possible and at least 6 weeks before the day of your wedding

- 1. CONFIRM - with Paulo all the details of your planned wedding date  
Day, Date, Time, Rehearsal, Cost, etc
- 2. COMPLETE - the front side of the **\*Notice of Intended Marriage** (NOIM) – don’t sign the back of the document.
- 3. SIGN NOIM - Bring your completed NOIM and sign before paulo who will witness it.  
NB: It is a legal requirement in Australia that this be done at least 30 days before your wedding.
- 4. BIRTH CERTIFICATES - Bring your original birth certificates /or certified copy (and an extra photocopy for Paulo to keep). If you don’t have a birth certificate, only foreign passports can be accepted. You can sign your NOIM without these documents. Birth certificates can be provided later. Download the **\* BIRTH CERTIFICATE APPLICATION** if you need to get one.
- 5. PAY DEPOSIT - Pay your \$250 deposit – make sure you include the Groom’s surname when paying so we can identify it. Download the **\* PAYMENT OPTIONS** document for details.

NOTE: Until the above has been done your wedding is **NOT** officially Booked and Confirmed.

## From at least 3 months before your wedding day

- 6. Do Marriage Preparation Course with Paulo

## From at least 1-2 months before your wedding day

NOTE: Items 7-32 below are all recorded in one document called the \* **CHECKLIST FOR WEDDING**

- 7. COMPLETE the \* **CHECKLIST FOR WEDDING** – this is a separate document you can download from the website, and allows you to record the following items (7-32)
- 8. PARENTS 1<sup>ST</sup> NAMES – “Normal” names please ie what people usually call them
- 9. GROOMSMEN - Names of Groomsmen (in the order they will stand)
- 10. BRIDESMAIDS - Names of Bridesmaids (in the order they will come in)
- 11. CHILDREN - Names and ages of Page Boys or Flower Girls (if you have them)
- 12. VIDEOGRAPHER & PHOTOGRAPHER  
IMPORTANT – Both Video and Photographer MUST have Personal Indemnity Insurance. This is the Law. Ask them **to send a copy** of their insurance form by email **to me**. Do not hire them if they do not have insurance – a sure sign they are not professional
- 13. ORDER OF SERVICE – Download the \* **ORDER OF SERVICE** - SAMPLE as it includes instructions for all you need to know. NOTE: You provide your own order of service.
- 14. WHO WALKS BRIDE DOWN AISLE - If not the Father who
- 15. FLOWERS - Will you use the church flowers (included) or provide your own at your expense?
- 16. RIBBONS - Will you use the church ribbons (included) or provide an alternative at your expense?
- 17. MUSIC – Decide if you will use the Church organ/keyboard or alternative music at your expense. For example you may prefer your favourite CD music, other instrumentalists, a string quartet, vocalist etc. There are some conditions SO check first before making any bookings.
- 18. BOOK ORGANIST - NOTE: Chat to Paulo about this.
- 19. PROCESSION - Choose the music the bride will walk in to.
- 20. SIGNING - Choose the music to play during the signing.
- 21. RECESSION - Choose music for the couple to leave the church to.

- 22. HYMNS – If you plan to have hymns (and many don't) download the \* **HYMNS** document for appropriate hymns to choose from. NOTE: you need to have the organist or musical accompaniment to sing hymns.
- 23. WITNESSES - Decide who will be the two witnesses who sign your marriage documents. Often the best man and chief bridesmaid do this, but it can be a parent or other friend.
- 24. USHERS - Decide who will be ushers (minimum 2 – must be responsible adults, not children)
- 25. BIBLE PASSAGES - Decide what bible reading(s) you will have. Download the \* **BIBLE READINGS** document for appropriate options. At least one reading should be chosen. Having a 2nd reading is optional. Readings not from the bible need to be approved first and there are special conditions.
- 26. BIBLE READERS - Decide who will read the bible readings (Paulo can read if you wish)
- 27. PAY BALANCE - Pay your Balance no later than 2 weeks before your wedding day. Download the \* **PAYMENT OPTIONS** document for details.
- 28. VEIL – Will bride wear a veil over her face – and who will lift it when its time? (usually father)
- 29. GUESTS - Number of guest expected?
- 30. CARS – how many and what kind of cars will the bridal party have?
- 31. INSURANCE - With OHAS and Insurance requirements, all photographers and videographers need to be insured with Public Liability and Personal Damage Insurance. Proof of their insurance must be supplied before your wedding. Such Insurance is a legal requirement for any "trade" or "professional" person offering their service for payment. 90% of photographers will have this insurance. The 10% that don't are probably not the ones you would want anyway. Following is a simple email you can send them. *Dear Name, For our wedding at St. Andrew's on "date" you need to send evidence of your Public Liability and Personal Damage Insurance before our wedding. Please send it to paulo@abbotsfordanglican.org and include the date and our name.*
- 32. AFTER SERVICE EXTRAS? – A possible after service use of property is
  - a. Tables and bins in the church grounds are provided where refreshments may be served.
  - b. The time booked is only for 40 minutes after the conclusion of the service.
  - c. All food and decorations (including tablecloths) are to be supplied by your own caterers, and all rubbish placed in the supplied bins.

d. Setup of the area cannot begin until 1/2 hour before the wedding's scheduled start.

e. Fee: less than 100 guests - \$50, 100+ \$100.

33. GIVE Paulo your completed \* **CHECKLIST FOR WEDDINGS** –one month before your wedding please. Download this document and fill in the above information (12-30). Either complete it on your computer, save it with the changes and email it to Paulo – or print it out, then complete it by hand, and mail, scan, or email Paulo a copy.

34. REHEARSAL - Attend your rehearsal booked with Paulo. Confirm time with Paulo.

35. Get Married!

**NB:** Anything \* **BOLD** above can be downloaded from the WEDDING RESOURCES page on our website [www.abbotsfordanglican.org](http://www.abbotsfordanglican.org)