

Wedding Checklist

This checklist assumes your wedding is farther than six months away. If that is not the case, you will want to move faster through this list than the timeline below.

- _____ 1. **Read Grace's wedding policy** and ensure you comply.
- _____ 2. **Confirm date availability.**
 - Call Facility Scheduling Director Cindy King (church office 440-243-4885 Ext 173) to determine if your date(s) are available. She will place a 30-day courtesy hold on the date you would like to be married. *(If just requesting a Grace officiant to officiate your wedding at an offsite location skip this step.)*
- _____ 3. **Complete Wedding Surveys** on our website.
 - Upon receipt of both the bride and groom surveys, a Grace pastor will call you to schedule an appointment to go over your Wedding Surveys.
- _____ 4. **Meet with Grace officiant**
 - At the completion of the meeting, the officiant will provide you with the Wedding Request Form.
- _____ 5. **Complete the Wedding Request Form**
 - Upon receipt, Facility Scheduling Director Cindy King will contact you to review your wedding details and fee.
- _____ 6. **Pay your wedding fee**
- _____ 7. **Plan to attend the 12-week "Ready to Wed" small group** or one of the other prerequisites
- _____ 8. **Six months prior to your wedding**, if your ceremony is scheduled at Grace, a Grace Wedding Consultant will contact you. After all your reservations are confirmed, a Consultant is assigned to you about six months prior to your wedding date. She is your main contact for questions.