



FIRST CONGREGATIONAL CHURCH
of Los Angeles

CEREMONY QUESTIONNAIRE

Please return this form to your FCCLA Venue Supervisor at least 2 weeks prior to your Rehearsal date.

Couple Names: _____ Wedding Date: _____

CEREMONY ITEMS NEEDED (place X as needed)

- | | |
|--|---|
| <input type="checkbox"/> 1 Kneeling Bench | <input type="checkbox"/> 1 Easel (Narthex) |
| <input type="checkbox"/> 1 Unity Candle & 2 Candelabras w/ candles | <input type="checkbox"/> 1 Gift/Sign-in Table and 2 chairs (Narthex) |
| <input type="checkbox"/> 2 Candelabra w/ candles | <input type="checkbox"/> 2 Gift/Sign-in Tables and 4 chairs (Narthex) |
| <input type="checkbox"/> 1 Communion Table | <input type="checkbox"/> 1 Grand Piano for Service |
| <input type="checkbox"/> 24 Pew Candles (additional \$500) | <input type="checkbox"/> 1 Ebony Music Stand (for Guest Officiant) |
| | <input type="checkbox"/> White Folding Chairs (for Guest Musicians) |
| | (indicate # of chairs needed) |

CEREMONY MUSIC SELECTIONS

List the following songs based on the pre-approved Wedding Repertoire (or contact us if you would like to use other music selections).

Prelude Song #1: _____

Prelude Song #2: _____

Prelude Song #3: _____

Officiant/Groom/Groomsmen: _____

Seating of Parents: _____

Bridesmaids: _____

Bride Entrance: _____

Recessional: _____

OPTIONAL MUSIC SELECTIONS (if applicable)

Unity Candle Lighting: _____

Congregational Hymn: _____ Led by: _____

Greeting/Honoring Parents: _____

Other (please explain; i.e. during other ceremony traditions, etc): _____

Any Vocalists: _____ To Sing During: _____

Any Addtl. Instruments: _____ To Play During: _____

ORDER OF CEREMONY PROCESSIONAL

Officiant Info

Officiant Name: _____ Phone/Email: _____

Are you bringing a Guest Officiant? _____ Yes / No

If yes, please note that the Guest Officiant is required to attend the Rehearsal.

****Please ask your Officiant/Minister for the Order of Ceremony Service. Attach or list your ceremony**



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ORDER OF CEREMONY - SAMPLE

We need the guest officiant's ACTUAL order of ceremony PRIOR to the rehearsal. The order of ceremony is used by our Sound Technician and Organist for cues throughout the ceremony. It can be something as simple as the following:

- Welcome
- Prayer
- Benediction/Declaration of Intent
- Scripture Reading
- Vows
- Ring Exchange
- Unity Candle
- Honoring Parents & Guests
- Announcement
- Pronouncement
- Kiss
- Recessional

Is someone other than the officiant participating in any sections of the ceremony? (i.e. relative reading a poem or prayer, parent making an announcement, etc). Yes / No

Names/Relation/Ceremony Section: _____

Names/Relation/Ceremony Section: _____

Parents/Relatives

Mother of Bride: _____ Escorted by: _____

Mother of Groom: _____ Escorted by: _____

Father of Groom: _____

Father of Bride: _____ Who walks Bride: _____

Anyone else walking down the aisle? Yes / No

Names/Relation/Order: _____

Names/Relation/Order: _____

Wedding Party

(add more as needed; Wedding Parties of over 12 bridesmaids & groomsmen, including Best Man & Maid of Honor, require additional \$500 refundable security deposit)

Best Man: _____ Maid of Honor: _____

Groomsman #1: _____ Bridesmaid #1: _____

Groomsman #2: _____ Bridesmaid #2: _____

Groomsman #3: _____ Bridesmaid #3: _____

Groomsman #4: _____ Bridesmaid #4: _____

Groomsman #5: _____ Bridesmaid #5: _____

Ring Bearer(s): _____ Flower Girl(s): _____



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OTHER SPECIAL REQUESTS & NOTES

Will couple see each other before ceremony to take photos? Yes / No

Are there any special cultural/religious traditions taking place during ceremony (ie. tea ceremony, jumping)
Yes (Details) / No _____

How many front pews are reserved? Left (bride) side: _____
Right (groom) side: _____

Please let us know if anyone specific is sitting in these pews. The parents of the couple, any relatives in the processional, and anyone that might be speaking/reading during the service is typically seated in the front pew. Also, please let us know if there is a family name that you would like associated with the reserved signs (i.e. "Reserved for Smith Family").

Who is in charge of money box and receiving gifts?
Name/Relation: _____

We strongly encourage having someone you know be responsible for these items during your wedding ceremony. FCCLA is not responsible for any envelopes/gifts left unattended.

OTHER CEREMONY INFO

Doors Open - Time: _____
(for guests to be seated; typically 30 minutes prior to INVITE time)

INVITE Time: _____

ACTUAL Start Time: _____

Prelude Start Time: _____
(typically 15 minutes prior to ACTUAL start time)

Any other notes or special requests we should know about? Yes (Details) / No

SECURITY DEPOSIT REFUND INFO

List name and address where you would like us to mail your Refundable Security Deposit after your wedding (approx. 2-3 weeks):

Check Payable to: _____

Mailing Address: _____

City, State, Zip: _____



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Please return this form to your FCCLA Venue Supervisor at least 2 weeks prior to your Rehearsal date.

Provide all of your wedding vendors that will be working on-site. Vendors are required to be professional and may need to provide liability insurance. All vendors are required to sign the "FCCLA Vendor Rules and Guidelines."

Vendor	Company & Contact Person	Office & Cell Phone	Email Address
Wedding Planner			
Florist			
Photographer			
Videographer			
Live Entertainment			
Catering			
Bartender			
Cake/Desserts			
DJ/MC			
Lighting			
Transportation			
Photobooth			
Rentals			
Other			
Other			