

The Officiant's Checklist

Courtesy of  *wedwordy*

PRE-WEDDING

Accept the couple's request to be the officiant

Get ordained

Check with your county, state, or country for other requirements

Set up a communications stream to track duties and updates via text, email, phone, Trello

Use Wedwordy to create custom wedding words for the couple

Write the story of the couple if tasked

Check with couple if unity rituals are desired

Confirm if ritual items will be purchased by the couple

Review/revise/refine the wedding words with the couple

Print wedding words and place in a binder

Request to view the marriage license instructions to be prepared for the wedding day

REHEARSAL

If requested to be present for the rehearsal, mark your calendar

Confirm if you or the couple's coordinator will be facilitating

If you are running the show, arrive to venue early

Collaborate with the couple and site coordinator

WEDDING DAY

If reading from a device, make sure it is fully charged and offline

Wear an appropriate suit for the event (check on wedding color palette)

Make sure your mode of transport to the venue is secured, have Uber on standby

Arrive no less than 30 minutes prior to the start of the ceremony

Check in with the venue coordinator for last-minute details

Check in with the couple to offer reassurance and encouragement

Secure printed Personal Vows from the couple, if applicable

Check on wedding rings and any ceremony ritual items

Facilitate marriage license paperwork with the witnesses

POST-WEDDING

Complete your section of the marriage license

Make a copy and mail the original marriage license

Send a gesture of gratitude to the couple

Bask in the glory of such an esteemed honor

Resume your regular day job

Do another officiating gig, you are ordained after all!