

RITE OF MARRIAGE – CEREMONY CONTRACT

Four to six (4-6) weeks prior to your ceremony the following final steps of your Sacramental Journey needs to be completed.

1) Your Tribunal from your Diocese needs to be sent to the Reno Diocese

The following needs to be sent to Our Lady of Tahoe Parish

2) Your \$700 payment

3) Your Inclement deposit of \$200 (if applicable)

4) Your Rite of Marriage - Ceremony Contract

5) Your Ceremony Wedding Party Information

6) Your “Together for Life” Reading selections

The following needs to be brought with you to wedding rehearsal

7) Your Douglas County Civil Wedding License

8) Single Ceremony Certificate to Solemnize Matrimony from Douglas County for your presiding priest (if applicable)

Church Rules and Regulations:

I understand that obtaining a Douglas County Marriage License prior to the Wedding Ceremony and bringing it with me to my wedding rehearsal is my responsibility. Initial ____

I understand that costs of the presiding priest, florist, photographers, videographers, Wedding Coordinator, musicians, etc. are my responsibility to pay separately from the Wedding contract. Initial _____

I understand that there is no alcohol or drugs allowed anywhere on the church premises, including the church parking lot, at any time during, before, or after my wedding and rehearsal. Initial ____

I understand that nothing is to be thrown in or outside of the church, including flower petals, bird seed, rice, bubbles, etc. Initial ____

I understand that a Marriage Sacrament Coordinator will be assigned to me. The Marriage Sacrament Coordinator is required to assist in rehearsal and during the ceremony so that the final Sacramental journey can be completed and documented per Catholic doctrine. Initial ____

I understand that my Presiding priest must obtain A Single Ceremony Certificate for Douglas County and I am responsible for following the directions for Visiting Priest at the Diocese of Reno and Douglas County, NV. (See Single Ceremony Certificate Instructions) Initial ____

DISCLAIMER: WE ACCEPT NO RESPONSIBILITY FOR DELAYS DUE TO INADEQUATE PAPERWORK, WEATHER, OR ACTS OF GOD OR INJURIES INCURRED FROM THE USE OF AISLE RUNNERS.

PLEASE NOTE: ALL DOCUMENTATION AND FEES MUST BE IN OUR CHURCH OFFICE AT LEAST FOUR WEEKS IN ADVANCE OF YOUR WEDDING DATE.

WE RESERVE THE RIGHT TO CANCEL YOUR WEDDING IF THESE INSTRUCTIONS ARE NOT FOLLOWED.

Church Wedding Party Arrival Times:

Traffic on weekends is typically heavy, especially in summer months and during snow storms. Please allow plenty of time to travel to the church.

Wedding Rehearsal: Please plan on an hour and half to two hour rehearsal with your Wedding Party and Ceremony Servers the day before your selected date.

Bride: Your bridal party should arrive at the church one hour prior to your wedding time to allow time for final preparations and pre-wedding pictures. Please allow adequate time to complete any external hair/makeup/grooming appointments for you and your bridesmaids so that you can arrive on time.

Groom: You and your groomsman should arrive 30 minutes prior to your wedding time to allow for pre-wedding pictures and provide escort for your wedding guest.

Parents/Sponsors/Readers/Servers/Altar Persons/Other Wedding Party Members
Please arrive at the church 20 minutes prior to the wedding time.

I understand that the Bride and Bridal party are required to arrive one hour prior to the ceremony. I further understand that the Groom and Groomsman are required to arrive no later than 30 minutes prior to the ceremony. Both parties are required to arrive prior to any guests' arrival. Initial _____

Signature Required:

Groom Printed Name

Bride Printed Name

Groom Signature

Bride Signature

Date Contract Signed

Ceremony Wedding Party Information

Please supply the name of each person assisting in your wedding. When a full name is requested, a full name is required for legal documents.

Bridal Party:

Maid of Honor (full name) : _____

List Bridesmaids by first name only: _____

Grooms Party:

Best Man (full name): _____

List Groomsmen by first name only: _____

Photographer: _____

Videographer: _____

Florist: _____

Pianist/Musician: _____

Ring Bearer (name and age) _____

Flowergirl (name and age) _____

Coin Bearer (name and age) _____

Veil/Cord Sponsors _____

First Reading: _____

Psalms: _____

Second Reading: _____

Prayers of the Faithful: _____

2 Witnesses (Marriage certificate, usually Maid of Honor and Best Man)

Witness 1 (full name): _____

Witness 2 (full name): _____

Bride Family (full name as listed on your Baptismal Record)

Mother: _____

Father: _____

Grandparents: _____

Groom Family (full name as listed on your Baptismal Record)

Mother: _____

Father: _____

Grandparents: _____

Using your Together for Life Booklet, Please select and customize your readings and Blessings.

Approximate number of guest: _____

Ceremony will include Mass: Yes ____ No ____

Approximate number of Eucharist needed: _____

Please send this information to:

**Our Lady of Tahoe
P.O. Box 115
Zephyr Cove, NV89448
Attn: Laureen Mesa**

Or

Email: Marriage Sacrament Coordinator (Laureen Mesa and Mindy Crawford)

Lmesa1_957@msn.com mindy.crawford@managementmc.com

Office PHONE: (775) 588-2080; FAX: (775) 588-0211

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