

Chapel Checklist



Name (s): _____

Wedding Date & Time: _____

Rehearsal Date & Time: _____

Bridal Party Arrival Time: _____

Groomsmen Arrival Time: _____

Florist: Name/Phone _____

Arrival Time: _____

Organist: Name/Phone: _____

Arrival Time: _____

Officiant: Name/Phone: _____

Arrival Time: _____

Music Other: _____

(indicate the music source if not an organist, i.e. cd, guitar etc)

Please Check the Following:

YES

NO

Bride's Room Open

Altar Table

White, Wooden Cross

Indicate where it should be placed: _____

Podium

Chapel Checklist

Please Check the Following:

YES

NO

Lecture

—

—

*Microphones: place on podium
Free Standing*

—

—

—

—

Kneeler

—

—

Chair for soloist

—

—

Curtain Behind Organist

—

—

Remove Flags from Chanel

—

—

Candelabra

—

—

Carillon played after ceremony

—

—

*Small wooden table
(typically used for unity candle OR
Memorial table)*

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