

# CHECKLIST FOR YOUR REHEARSAL AND CEREMONY

**Both the Bride and Groom must **PRINT YOUR INITIALS IN EACH BOX** to ensure us that you understand our requirements. Return to Nancy Petrin [npetrin@cox.net](mailto:npetrin@cox.net) with your Ceremony Details Form.**

## ALCOHOL ON CHURCH GROUNDS:

If anyone in our Wedding Party is found with alcohol we understand that our permanent Sacramental Marriage Record will indicate that alcohol was present during our ceremony; and that, the priest/deacon may choose not to celebrate a full Mass.

## REHEARSAL CHECKLIST:

**The Wedding Ceremony Coordinator will let us into the church at the start time.** No need to get here much earlier. We will enter through the VOLUNTEERS ONLY door. We will start the rehearsal on time; and agree that that everyone will be present at start time. We will not wait for late comers. **Wedding rehearsal lasts one half hour.**

We will remind those at our rehearsal that **the church is a sacred space** and that their conduct should be appropriate. **We will invite only those people who are in the procession or have a role in the ceremony.**

Email this **CHECKLIST** and your **CEREMONY DETAILS FORM** to [npetrin@cox.net](mailto:npetrin@cox.net) no later than two weeks prior to your rehearsal (see below for form). If anything changes after you email it, please bring a new copy with you. Our Ceremony Coordinator will review any of your special requests and will help organize the procession and ensure everyone is familiar with their roles.

Give the celebrating priest his gratuity (\$200 is average) if you haven't already done so through our office.

**GIVE THE RI WEDDING LICENSE TO THE CEREMONY COORDINATOR!**

## WEDDING DAY DETAILS:

The church will be open **one hour before** the scheduled wedding ceremony and **remain open for one half hour after** the ceremony. **No exceptions for musicians or florists!**

The groom and his groomsmen should be at the church **30 minutes** before the wedding in order to usher guests to their seats.

The Bride and her bridal party should make every effort to **arrive 15 minutes before the beginning of the wedding ceremony!!**  
**Newport traffic can get very congested, so please plan accordingly.**

**Trollies / Buses / Limousines** may only quickly drop off the bridal party at the front doors of the church on Spring Street. This is a directive from the Newport Police!  
**THEY CANNOT PARK AND WAIT ON SPRING STREET.**  
We recommend that they wait on William Street on the left side of the street.

### HANDICAP ACCESSIBILITY:

Please inform your guests who may need handicap accessibility to enter St. Mary's grounds through the black doors between the garage and the rectory on William St. and then proceed to the main side entrance.

### PHOTOGRAPHS:

We have supplied our Photographers/Videographers with St. Mary's instructions for photographs and videos during the Mass. At no time should they step into sanctuary! No photographs may be taken in church after the ceremony.

### FLOWERS, CONFETTI, AISLE RUNNERS:

Please inform your florist that all deliveries and set-up requirements for flowers should take place within the allotted **one hour before the ceremony.**

Nothing is to be taped, stapled or nailed to the pews.

GLASS VASES are NEVER allowed to be hung from the ends of the pews.

No decorations are allowed on the floor of the aisle as they pose tripping hazards.

Note: The throwing of confetti, rice, seeds, rose petals (real or artificial) etc., in the church or on the premises, is not allowed.

You may wish to take your flowers to your reception. If you choose to leave the flowers at the church, be sure to make arrangements to return any flower baskets or pedestals provided by florists **before** the wedding party leaves for the reception.

Courtesy also demands that boxes, bows, ribbons, and other items be removed from the church before the wedding party leaves the church. The church is thus clean and ready for the next event.

**Aisle runners are NEVER permitted** due to slipping and tripping hazards.

### MUSICIANS:

We strongly recommend that your Musicians arrive one hour before the ceremony. All musicians must play from the Choir Loft (with the exception of a harp).

### SECURITY DEPOSIT: LATE FEE / CLEANUP FEE / OVERTIME FEE:

It is clearly understood that your security deposit will not be returned if your wedding starts after the start-time, or runs over an hour, or if your guests disrespect the church by leaving it in disarray beyond the norm.

**ST. MARY'S NEWPORT - WEDDING CEREMONY DETAILS FORM**

**COMPLETE THIS FORM AND EMAIL TO [npetrin@cox.net](mailto:npetrin@cox.net)  
NO LATER THAN TWO WEEKS BEFORE YOUR WEDDING**

**BRIDE:** \_\_\_\_\_ **CELL PHONE:** \_\_\_\_\_

**GROOM:** \_\_\_\_\_ **CELL PHONE:** \_\_\_\_\_

**REHEARSAL DAY & DATE & TIME:** \_\_\_\_\_

**WEDDING DAY & DATE & TIME:** \_\_\_\_\_

**BRIDAL PARTY HOTEL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**FLORIST:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**PRIEST:** \_\_\_\_\_ **CELL PHONE:** \_\_\_\_\_

**MAID(S) OF HONOR:** \_\_\_\_\_

**BEST MAN(men):** \_\_\_\_\_

**NUMBER OF BRIDESMAIDS:** \_\_\_\_\_ **NUMBER OF GROOMSMEN:** \_\_\_\_\_

**PERSON ESCORTING MOTHER OF THE BRIDE:** \_\_\_\_\_

**LIST THE WEDDING PARTY IN ORDER OF PROCESSION:** (include grandparents, parents, groomsmen, bridesmaids, ring bearers, and flower girls. (Do you want your bridesmaids and groomsmen to process together?))

**NUMBER & TYPES OF MUSICIANS / VOCALISTS:** \_\_\_\_\_

**DESCRIBE ANY OTHER SPECIAL REQUESTS:** \_\_\_\_\_

(continued)

*\* Please circle your choice*

**WILL YOU BE HAVING: A FULL MASS? ... YES / NO**

**SIGN OF PEACE? ... YES / NO**

**UNITY CANDLE ...NO!** (we do not permit the use of a unity candle – it is not a Catholic symbol!)

**WILL THE BRIDE and/or GROOM RECEIVE THE EUCHARIST? BRIDE GROOM**

**DO THE BRIDE & GROOM NEED CHAIRS? ... YES / NO**

(traditionally the bride & groom kneel throughout the ceremony, however will accommodate those with physical needs)

**FIRST READING (from the Old Testament):** \_\_\_\_\_

**First Person Reading:** \_\_\_\_\_

**Responsorial Psalm:** \_\_\_\_\_ **Will it be READ / SUNG ?**

**If being read, Person reading Psalm:** \_\_\_\_\_

**SECOND READING (from the New Testament):** \_\_\_\_\_

**Second Person Reading:** \_\_\_\_\_

**GOSPEL Reading: (Priest reads this):** \_\_\_\_\_

**Person reading Prayer of the Faithful:** \_\_\_\_\_

**Persons bringing up the gifts of Bread and Wine:**

\_\_\_\_\_ & \_\_\_\_\_