

## *Wedding Checklist*

- Meet with a Providence pastor for an initial interview; schedule premarital counseling.
- Speak with Lynn Swanson, Wedding Assistant, (919) 326-3000, ext.277, about booking your wedding date on the church calendar.
- Read church policies and submit liability release form.
- Complete wedding information form.
- Contact a Providence Wedding Director:
  - Frances Newby, 787-7062; April Collier, 417-2655; or Crystal Waters, 847-7718.
  - (Take completed Wedding Director form to appointment.)
- Contact Frances Newby, Providence Food Services Director (919) 787-7062, if food will be served.
- Have the following items submitted to the Wedding Assistant, Lynn Swanson, at least one month prior to your wedding:
  - Wedding fee
  - Linen order and fee (separate check, please), if church linens are to be ordered.
  - A list of music to be used in any wedding events held at Providence along with all words for any secular songs
  - Diagram of room set-up, or discuss this with Lynn Swanson.
  - If Delta Lake Center is being used, notice of times you, your florist, and/or caterer would like access so that security and heating/air conditioning can be arranged.
- Schedule final meeting with pastor.
- Take marriage license to rehearsal.