

Wedding Planner

Primary Information:	
Wedding Date:	
Location:	
City, State:	
Time:	

Bride / Kallah

Personal Information:	
Name:	
Hebrew Name:	Bat _____ v' _____ (Mom's Hebrew name) (Dad's Hebrew name)
Mailing Address:	
Daytime Tel:	
Evening Tel:	
Mobile Tel:	
Email:	
Birthdate:	
Occupation:	
Parents' Names:	
Do you have a Copy of their Ketubah?	Y__ N__ please attach a copy (You should keep a copy of your parent's ketubah with your important papers; this is your primary proof of your Jewish identity.)
Current Synagogue Affiliation:	
Names and Ages of Your Children:	

If Previously Married:	
Date Married:	
Widowed:	Date: _____
Divorced:	Date, place, and court where finalized: (Please attach documentation of divorce.)
If Jewish divorce / get: date _____ where _____ by whom _____ (Please attach copy of get)	

Interfaith Couples:	
Religion:	
Intro. to Judaism Class:	Where enrolled:
	Date completed:
	Instructor:
Interfaith-Couples Workshop:	Where enrolled:
	Date completed:
	Instructor:

Calendar

Meetings with Rabbi:	
1.	1 hour introductory meeting (optional)
2.	1.5 hours wedding planning and take Prepare and Enrich Inventory
3.	1 hour evaluation of Prepare and Enrich Inventory and wedding planning
4.	1 hour continued evaluation of Prepare and Enrich Inventory and wedding planning
5.	1 hour final evaluation of Prepare and Enrich Inventory, and wedding planning
6.	30 minutes – 1 hour, phone consultation week of wedding to confirm ceremony plans and answer any questions
7.	One year anniversary - “check-in” meeting, if desired

Meetings with Rabbi Korngold are held at the Adventure Rabbi office, unless otherwise indicated.

Wedding Related Rituals:	
1.	Aufruf
2.	Mikveh
3. READ THIS!!!	Rehearsal Rabbi Korngold does not generally attend on-site wedding rehearsals. The wedding logistics are generally very simple and do not require rehearsing. However, a rehearsal can be held at the rabbi’s office during one of the designated meetings. If an on-site rehearsal is desired, an additional fee of _____ is charged. This must be arranged with the rabbi well in advance. It is helpful if the rabbi can meet with the wedding party immediately prior to the ceremony.

Wedding Ceremony:	
Time:	Ketubah _____ Procession/ Huppah _____
If outdoors, “back-up” rain location _____	
Ketubah:	
Huppah:	

General Guidelines

Tone of Wedding:
We would most like our wedding to be: (i.e. inclusive)
1.
2.
3.
We would least like our wedding to be:
1.
2.
3.
Some unique difficulties about the circumstances of our families or friends that you should know are:
Are there any guests who have traveled especially far that you would like recognized?
Are there any guests of specific note that you would like recognized?
Anything else I should know?
Out of town couples, please attach a photograph of yourselves, preferably one in which your personalities shine! >>>>>>>

Rabbi's Remarks:

I will be writing a personalized sermon to deliver at your wedding. If there is anything you would like me to include, please write it down and attach it. This writing might also become a nice keepsake for you.

Consider writing about a couple of the following:

1. How and when you met
2. What qualities attracted you to the other
3. What you fell in love with about each other
4. Funny stories which describe your relationship
5. Friends/ family reactions when you said you were getting married
6. Favorite shared book, movie, song, activity, etc. that characterize your relationship

Wedding Planning

Coordinator:

Are you using a professional wedding planner/coordinator? Y___ N___

Name:

Tel or Email:

Who is in charge of planning the wedding or working with the coordinator?
(i.e. bride, bride's mother.)

Name:

Tel or Email:

How are your parents involved?

If you do not have a coordinator, choose someone who is not in the wedding party to help coordinate the logistics of the wedding ceremony.

This person will:

- Make sure you bring the marriage license, ketubah, and pens
- Serve as a liaison between staff at site, rabbi and wedding party
- Gather people for ketubah signing ceremony
- Make sure the ceremony site is set up properly and that the rabbi has what she needs (see check list)
- Make sure ushers are in place and know what to do
- Make sure you have your wedding rings and have removed other rings
- Make sure you have your bouquet
- Make sure you have your vows (if written)
- Cue wedding party to walk down the aisle

Name:

Tel or Email:

Ketubah Signing Ceremony

Information about the Ketubah Document:		
<ul style="list-style-type: none"> • Wording must be egalitarian • Must be signed by two witnesses who are <ol style="list-style-type: none"> 1) Jewish 2) Related neither to bride nor groom • Please arrange for someone (with beautiful writing!) to fill in all the lettering, except the signatures, before the ceremony begins. • Consider using a Brit Ahuvim document. See www.adventurerabbi.com, weddings, Jewish weddings • After the ketubah is signed, you may wish to display it by the huppah for the remainder of the ceremony. If so, provide an easel and clips for securing. • Who will be in charge of moving the ketubah from place to place, and for getting it safely home at the end of the day? _____ • Ask about a 10% discount from e-ketubah.com 		
Interfaith Contract to Replace Ketubah:		
Y_____ N_____ Interfaith couples, please discuss this option with the rabbi.		
Ceremony Placement:		
The ketubah signing takes place 30 minutes before the wedding. The “inner circle,” generally the bridal party and close family members, gather with the bride, groom and rabbi in a private room for this 10-15 minute service.		
Alternatively, the bride and groom can remain in separate rooms and the ketubah will be brought to them separately. Do you prefer this option? Y____N_____		
Ceremony Order:		
<ul style="list-style-type: none"> • Welcome by the rabbi • Appreciation of community, with vows to support, love, and listen by friends and family • Private blessing by parents • Signing of ketubah and marriage license • Personalized words of blessing by the rabbi 		
Ketubah Witnesses:		
Bride’s Witness:		
Hebrew name:	Bat	v’
Reason Selected:		
Groom’s Witness:		
Hebrew name	Ben	v’
Reason Selected:		

Information for Ketubah:	
<i>This section may be completed by the rabbi</i>	
Groom's name in Hebrew:	
Bride's name in Hebrew:	
Groom's witness's name in Hebrew	
Bride's witness's name in Hebrew	
County where wedding is being performed:	
Hebrew Date:	

Marriage License:	
Information about a Colorado Marriage License: <ul style="list-style-type: none"> • Obtain from any county seat • Valid for 30 days after issue • You both must apply in person • If only one can go, you must provide a notarized affidavit • Check what ID they require. Generally you need a Social Security Card and a passport, drivers license, or birth certificate (with a raised seal) • If have been divorced, you will need to provide date, place and type of court where finalized • Fee of \$10 must be paid in cash • Blood tests are not required in Colorado 	
Location to Apply for Marriage License:	

Marriage License Witnesses (may be same as ketubah):	
Bride's Witness:	
Reason Selected:	
Groom's Witness:	
Reason Selected:	

IMPORTANT INFORMATION:

Please do not forget to bring your ketubah, marriage license, **both completely filled out except for signatures**, and two black pens to sign with. These documents are the most important items to remember on your wedding day!! Anything else that is forgotten we can improvise.

We cannot hold the ceremony without the ketubah and marriage license.
 Who will be in charge of bringing the ketubah and marriage license to the wedding?

Huppah Ceremony

Ceremony Order (15-60 minutes, depending on additions):
<ul style="list-style-type: none"> • Procession • Welcome by the rabbi • Shehecheyanu • Bless first glass of wine • Rabbi's remarks • Kiddushin and huppah prayers • Exchange of rings and vows • Sheva Brachot and second glass of wine • Priestly Blessing • Glass is broken • Recessional • Yichud
Changes:

Ceremony Logistics

Arrangement of Chairs (check one):	
Rows:	
Circle:	
Semi-circle:	
Other:	
Huppah:(check one):	
Free standing:	
Hand-held:	
Who will provide huppah?	

Names of huppah holders:	Relationship to you and/or Reason Chosen:
1.	1.
2.	2.
3.	3.
4.	4.

For outdoor weddings with a freestanding huppah, you must still have huppah holders "on deck" in case of high winds.

Music:

Type of musical accompaniment:

Musician's Name:

Email:

Program Booklets:

Will you be handing out program booklets? Y___ N___
If so, please allow me to proof it before it goes to print.

Procession:

This is the most formal order for a procession. You are not restricted to this!
Frequently, bridesmaids and groomsmen walk in pairs.

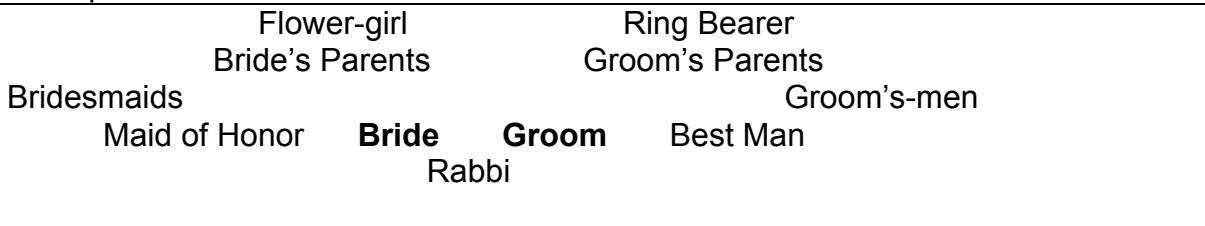
1. 4 Huppah Holders
2. Rabbi
3. Bride's Grandparents
4. Groom's Grandparents
5. Ushers/ Groomsmen
6. Best Man
7. Groom with Parents
8. Bridesmaids
9. Maid of Honor
10. Ring Bearer
11. Flower Girl
12. Bride with Parents

Your Procession:

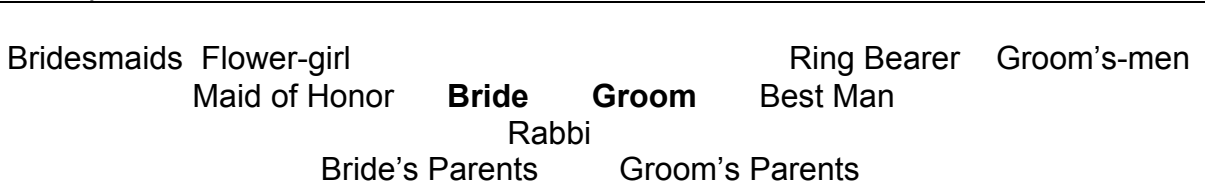
Positioning under the Huppah:

Formal examples follow, but in more of a semi-circle. You are not restricted to these

Example A:



Example B:



Your plan:

Recessional:

This is the most formal order for a recessional. You are not restricted to this!

<ol style="list-style-type: none"> 1. Bride and Groom 2. Bride's Parents 3. Groom's Parents 4. Flower Girl and Ring Bearer 5. Maid of Honor and Best Man 6. Bridesmaids and Ushers/Groomsmen 7. Rabbi 8. Huppah Holders (may leave huppah behind) 	<p style="text-align: center;">Your Recessional:</p>
Escort to yichud:	
Escort from yichud to reception (yichud is 15 min.)	

Ritual Specifics

Kiddush:
Will the bride be wearing a veil over her face during the ceremony? Y ___ N ___
If so, who will pull it back before Kiddush?
Will it then be replaced over her face? Y ___ N ___
We will be using two kiddush cups during the ceremony. You may want to choose two that are meaningful to you, for example, the one you used at your Bat Mitzvah, the one your family uses on Shabbat, or perhaps use one traditional cup and one purchased for your wedding. <i>What are the stories of your kiddush cups?</i>
1.
2.

Vows:	
Hebrew Vows:	Memorize ___ or recite after me ___
Groom:	Ha-ray at m'ku-deshet li, b'ta-ba-at zo, k'dat Moshe v'Yisrael
Bride:	Ha-ray atah m'ku'dahsh li, b'ta-ba-at zo, k'dat Moshe v'Yisrael
Interfaith Couples:	Ani l'dodi v'dodi li I am my beloved's and my beloved is mine
If you would like to write your own vows in addition to the Hebrew vows, please write them below.	
Groom:	
Bride:	
Memorize ___ Read ___ or Recite after me ___	

Rings:	
Please describe your rings, including explanation of symbolism, why/how you chose them, their history, why they match or do not match etc.	
Her Ring:	
His Ring:	
The Set of Rings:	
Who will be holding the rings during the ceremony?	
Bride's:	
Groom's:	

Optional Additions:	
You may wish to honor special friends and family by asking them to read or sing during the ceremony.	
1. Name:	
Relation to you:	
Why Chosen:	
Reading or Song:	(please attach)
Tel or Email:	
2. Name:	
Relation to you:	
Why Chosen:	
Reading or Song:	(please attach)
Tel or Email:	
Additional Readings you would like me to include (please attach):	
1.	
2.	

Checklist

Ritual Objects:
<input type="checkbox"/> Huppah
<input type="checkbox"/> Kippot (if would like to borrow kippot from Adventure Rabbi, let me know)
<input type="checkbox"/> Two kiddush cups
<input type="checkbox"/> Glass or light bulb wrapped in linen napkin (if using an actual glass, delicate shatters best)
<input type="checkbox"/> Ketubah and marriage license
Ceremony Set-up:
<input type="checkbox"/> Fill kiddush cups with white wine or juice and cover with plastic wrap. (This keeps flies and other bugs out.)
<input type="checkbox"/> Microphone, preferably lapel, if not, must be on stand (I need my hands free.)
<input type="checkbox"/> I can provide one if necessary. Please let me know.
<input type="checkbox"/> Small low table under huppah, <i>behind rabbi</i> , with kiddush cups, glass wrapped in linen napkin, glass of water without ice (for rabbi to drink) and tissues.
<input type="checkbox"/> Reserve room for ketubah signing ceremony, set with round table, at least 2 chairs, water and glasses for guests.
<input type="checkbox"/> Reserve yichud room with food and drink (may be same room as above).
<input type="checkbox"/> Two black pens, perhaps a special one to sign the ketubah and license that you will keep (you can use another color on the ketubah but black for the license).
Before your Wedding Day:
<input type="checkbox"/> Confirm time with Rabbi Korngold. Adventure Rabbi Inc. 4204 Greenbriar Blvd. Boulder CO 80305
<input type="checkbox"/> Send or email the rabbi directions to the wedding site. (rabbik@adventurerabbi.com)
<input type="checkbox"/> Practice your vows.
<input type="checkbox"/> Practice signing your name in Hebrew.
<input type="checkbox"/> Tell your witnesses to practice signing their names in Hebrew.
<input type="checkbox"/> Have the Marriage License and Ketubah completely filled out, expect for signatures, well before the day of your wedding.
Please Consider:
<input type="checkbox"/> Being tested for Tay Sachs disease if you are both of Eastern European descent and may have children.
<input type="checkbox"/> Being tested for H.I.V./AIDS.
<input type="checkbox"/> Making a contribution to tzedakah, equal to 3% of the money you spent on your wedding, to the charity of your choice, in honor of your new lives together.

Wedding Planner's Checklist

(Please give this copy to your wedding planner)

Please feel free to contact our officiant, Rabbi Jamie Korngold at 303.443.2642, rabbik@AdventureRabbi.com, www.AdventureRabbi.com, if you have any questions or concerns.

Ritual Objects:

- Huppah
- Kippot (If couple would like to borrow kippot from Adventure Rabbi, let me know.)
- Two kiddush cups
- Glass or light bulb wrapped in linen napkin (if using an actual glass, delicate shatters best)
- Ketubah and marriage license

Ceremony Set-up:

- Fill kiddush cups with white wine or juice and cover with plastic wrap. (This keeps flies and other bugs out.)
- Microphone, preferably lapel, if not, must be on stand. (I need my hands free.) Please let me know if you need me to bring my own.
- Small low table under huppah, *behind rabbi*, with kiddush cups, glass wrapped in linen napkin, glass of water without ice (for rabbi to drink) and tissues.
- Reserve room for ketubah signing ceremony, set with round table, at least 2 chairs, water and glasses for guests.
- Reserve yichud room with food and drink (May be same room as above.)
- Two black pens, perhaps a special one to sign the ketubah and license that you will keep. (You can use another color on the ketubah, but black for the license.)

Before Wedding Day:

- Confirm time with Rabbi Korngold.
Adventure Rabbi Inc. 4204 Greenbriar Blvd. Boulder CO 80305
- Send or email the rabbi directions to the wedding site.
rabbik@AdventureRabbi.com
- Have the Marriage License and Ketubah **completely filled out**, expect for signatures, well before the day of the wedding.

APPENDIX A:

Photography:	
We would like permission to post a few pictures of your wedding on our website. Do we have your permission to contact your photographer and ask for a few images to post at www.AdventureRabbi.com ? We will give credit to the photographer on the site. Y___ N___	
Photographer's Name:	
Email:	
Tel:	
We would love to include a few words of yours about your wedding experience with Adventure Rabbi if you would care to share that with us.	

APPENDIX B:

Would you like to see your wedding featured in The Knot *Weddingpages* magazine and online at www.theknot.com ?

If so, please review the following information and pass it on to your photographer.

The following information will help to answer any questions you may have about submitting your photos in consideration for inclusion in *Weddingpages* magazine as well as our local-focused online area (www.theknot.com).

Primarily, we are considering photos for the section of the magazine and our local online feature called Real Weddings, which uses photography from **weddings within one year of the submission deadline**. The photos should tell the story of the wedding day in a photojournalistic manner with **black and white AND color** photography. You may also include a variety of images (stock or environmental photos) that may be considered for more general editorial use. **For this informal review stage**, please use the following checklist as a guide:

- Real Weddings submission(s):
 - 20-25 black and white AND color images** (prints, proofs, color photocopies, or low res scans at 72 dpi)
 - Completed wedding bio with couple's contact phone number**
 - The couple's approval for possible publication**

Note that **if we choose your wedding**, we may need high-quality 5x7/8x10 prints or high res 300 dpi scans for the final photo submission, as well as the **bride and groom's approval** for publication. This process is **non-remunerative**, therefore, PLEASE LABEL THE BACKS OF ALL PRINTS to ensure proper return and photo credit. In exchange for the use of your images, you receive a complete photo credit and byline, as well as all of your contact information prominently displayed on the spread.

Keeping in mind the fact that we cannot publish anything that has been previously used commercially, please read and sign the following:

The photographs of the real wedding that I am submitting for consideration have not been published in any other wedding magazine or on any other wedding website nor will they be published prior to the distribution date of *The Knot Weddingpages*. I understand that if these photos have been or will soon be published prior to the publication date of *The Knot Weddingpages* that the photos will not be used.

Signed: _____

Please send to "Maribeth Brown: Weddingpages Photos" at **The Knot, 462 Broadway, 6th Floor, New York, NY 10013**. Feel free to call or email Maribeth Brown at (212) 219-8555 x1040 or (maribeth@theknot.com) with any questions. Thank you for taking time to contribute to our exciting, newly redesigned magazine *Weddingpages* and our website, The Knot.

<i>Photographer's Real Wedding Image Checklist</i>	
<input type="checkbox"/> Getting ready	<input type="checkbox"/> Flowers
<input type="checkbox"/> Behind the scenes of couple and wedding party	<input type="checkbox"/> Favors
<input type="checkbox"/> Arrivals and Departures of bride, grooms, bridal party	<input type="checkbox"/> Table décor
<input type="checkbox"/> Ceremony processing	<input type="checkbox"/> Reception candids
<input type="checkbox"/> Ceremony recessing	<input type="checkbox"/> First dance
<input type="checkbox"/> Ceremony cultural moments	<input type="checkbox"/> Dancing rituals
<input type="checkbox"/> Rings	<input type="checkbox"/> Cake-cutting
<input type="checkbox"/> Cakes	<input type="checkbox"/> Musicians (ceremony and/or reception)
<input type="checkbox"/> Invitations	<input type="checkbox"/> Unique ceremonies or receptions
	<input type="checkbox"/> Candid close-ups couples
	<input type="checkbox"/> Candid couple portraits

Real Wedding Information Bio

Photographer: _____

Photographer's Phone: _____

Name of Bride: _____

Name of Groom: _____

Contact Phone number for Couple: _____

Officiant: Rabbi Jamie Korngold

Contact number for Officiant: 303.443.2642 or info@adventurerabbi.com

Ceremony Location: _____ (site) _____ (City)

Reception Location: _____ (site) _____ (City)

Date of Wedding: _____ / _____ / _____

On a separate sheet, tell us about your wedding.