

Wedding Planner

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

Bride

Personal Information:	
Name:	
Mailing Address:	
Daytime Tel:	
Evening Tel:	
Mobile Tel:	
Email:	
Birthdate:	
Occupation:	
Parents' Names:	
Religion:	
Church or Synagogue Affiliation:	
Names and Ages of Children:	

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

Groom

Personal Information:	
Name:	
Mailing Address:	
Daytime Tel:	
Evening Tel:	
Mobile Tel:	
Email:	
Birthdate:	
Occupation:	
Parents' Names:	
Religion:	
Church or Synagogue Affiliation:	
Names and Ages of Children:	

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

Notes:	
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Calendar

Meetings with Rabbi:	
1.	1 hour introductory meeting
2.	1.5 hours wedding planning and take Prepare Inventory
3.	1 hour evaluation of Prepare Inventory and wedding planning
4.	1 hour continued evaluation of Prepare Inventory and wedding planning
5.	1 hour final evaluation of Prepare 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.	Spiritual Preparation: You may wish to schedule some private time to spiritually prepare for your wedding - perhaps a hike, a swim in a lake, or a quiet period of contemplation.
2.	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.
Read and Initial:	
_____ Bride	_____ Groom

Wedding Ceremony:	
Location: _____	
Time: _____ Pre-Wedding ceremony _____ Procession	
If outdoors, "back-up" rain location _____	
Pre-Wedding Ceremony:	_____
Wedding:	_____

Notes:

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 clients, please attach a photograph of yourselves, preferably one in which your personalities shine!

Officiant'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. Funny stories which describe your relationship
4. Friends/ family reactions when you said you were getting married
5. 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: _____

Telephone: _____

Email: _____

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

Telephone: _____

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 and pens
- Serve as a liaison between staff at site, rabbi and wedding party
- Gather people for pre-wedding 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
- _____ :

Telephone: _____

Email: _____

Pre-Wedding Ceremony

Information about the Ceremony:	
<p>A Pre-Wedding Ceremony is held for the “inner circle,” generally your bridal party and close family. We meet in a room near the actual wedding, 30 minutes before ceremony, for 10-15 minutes. Some couples like to sign the marriage license at this point. The officiant will add her signature after the ceremony, at which point it will become legal.</p>	
Ceremony Order:	
<ul style="list-style-type: none"> • Welcome • Appreciation of community, with vows to support, love, and listen by friends and family • Private blessing by parents • Signing of marriage license (or may be done after ceremony proper) • Personalized words of blessing by the officiant 	
Marriage License:	
<p>Information about a Colorado Marriage License:</p> <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:	
1. Bride’s Witness:	
Reason Selected:	
2. Groom’s Witness:	
Reason Selected:	
IMPORTANT INFORMATION:	
<p>Please do not forget to bring your marriage license and two black pens to sign with. This document is the most important item to remember on your wedding day!! Anything else that is forgotten we can improvise.</p> <p>We cannot hold the ceremony without the marriage license.</p> <p>Who will be in charge of bringing the marriage license to the wedding?</p>	

Wedding Ceremony

Ceremony Order (15-45 minutes, depending on additions):

- Procession
- Welcome by the officiant
- Readings or songs chosen by couple and read/sung by honored guests
- Readings by officiant
- Personalized remarks by officiant
- Exchange of vows and rings (written or chosen by couple)
- Blessing by officiant
- Recessional

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)	
Email:	
Phone:	
2. Name:	
Relation to you:	
Why Chosen:	
Reading or Song: (please attach)	
Email:	
Phone:	

Additional Readings you would like me to include (please attach):

1.	
2.	

Ceremony Logistics

Arrangement of Chairs (check one):	
Rows:	
Circle:	
Semi-circle:	
Other:	
Music:	
Type of musical accompaniment:	
Musician's Name:	
Email:	
Telephone:	
Phone:	
Program Booklets:	
Will you be handing out program booklets? Y___ N___	
If so, please allow me to proof it before it goes to print.	

Ceremony Specifics

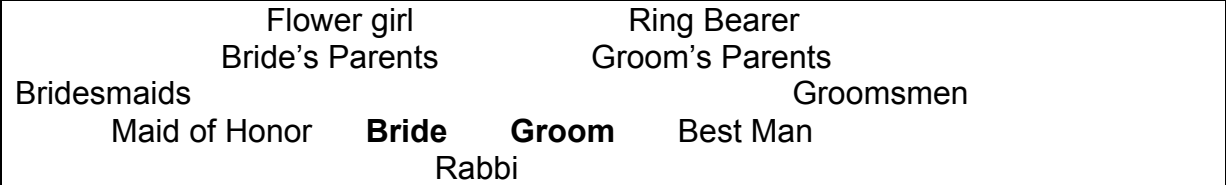
Procession:	
This is the most formal order for a procession. You are not restricted to this! Frequently, bridesmaids and groomsmen walk in pairs.	
<p style="text-align: center;">Jewish Tradition</p> <ol style="list-style-type: none"> 1. Officiant 2. Bride's Grandparents 3. Groom's Grandparents 4. Ushers/ Groomsmen 5. Best Man 6. Groom with Parents 7. Bridesmaids 8. Maid of Honor 9. Ring Bearer 10. Flower Girl 11. Bride with Parents 	<p style="text-align: center;">Your Procession:</p>

Christian Tradition 1. Officiant 2. Groom 3. Best Man 4. Ushers 5. Bridesmaids 6. Maid of Honor 7. Ring Bearer 8. Flower Girl 9. Bride with Father 10. Pages	Your Procession:
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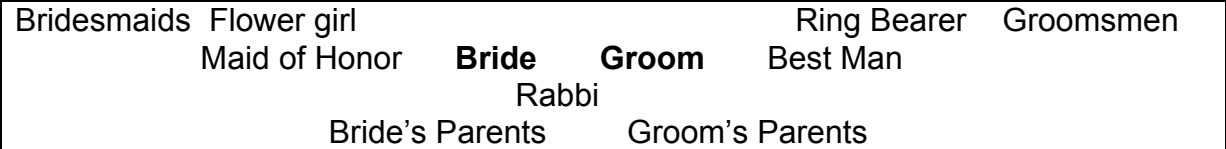
Positioning:

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

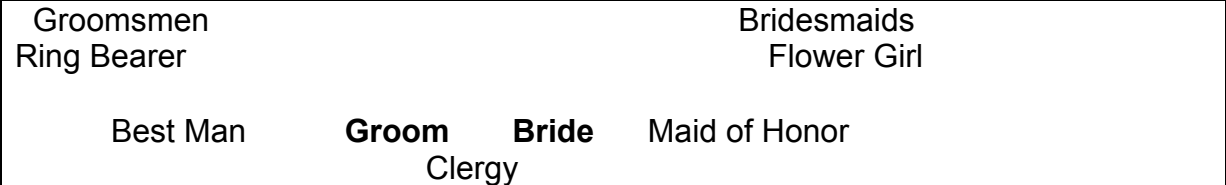
Example A Jewish:



Example B Jewish:



Example C Christian:



Your Plan:

Notes:

Vows:
Memorize ___ or recite after me ___
Write your vows here:
Rings:
Please describe your rings, including explanation of symbolism, why/how you chose them, their history, why they match or do not match, etc.
Who will be holding the rings during the ceremony?
What will you say when you give the rings:

Recessional:	
This is the most formal order for a recessional. You are not restricted to this!	
Jewish <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 	Your Recessional:
Christian <ol style="list-style-type: none"> 1. Bride and Groom 2. Flower Girl and Ring Bearer 3. Maid of Honor and Best Man 4. Bridesmaids and Ushers/Groomsmen 5. Clergy 	

Checklist

(Please give a copy of this list to your wedding planner.)

Ceremony Set-up:

- Marriage license and 2 black pens
- Microphone, preferably lapel, if not, must be on stand (I need my hands free)
- Small low table, *behind rabbi*, with glass of water without ice (for rabbi to drink), paper weight if outdoors, and tissues
- Reserve room for pre-wedding ceremony, set with round table, at least 2 chairs, water and glasses for guests.

Before your 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).

Please Consider:

- Being tested for Tay Sachs disease if you are both of Eastern European descent and may have children.
- Being tested for H.I.V./AIDS.
- Making a contribution to charity, equal to 3% of the money you spent on your wedding, to the charity of your choice, in honor of your new lives together.

Notes:

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 candid
<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.