

Wedding Ceremony Reservation and Agreement Form

Nancy Cronk, Officiant

Congratulations on your engagement! I look forward to helping you create your wedding ceremony! Please mail pages 1, 4 and 5 with your check to reserve your date. You can mail pages 2 and 3 (the personal relationship stuff only) to me up to 1 week prior to your wedding date, with the remaining balance. Questions? Please call 303-766-3123 (office) or 720-341-8964 (cell).

Day and date of ceremony: _____

Time: _____ a.m/p.m. (It is *extremely* important to notify Officiant of time changes ASAP.)

Location and city : _____

Name and Phone number of wedding planner (if any): _____

County where the event will be held (for marriage license purposes): _____

Day and date of rehearsal: _____

Time: _____ a.m/p.m. (It is *extremely* important to notify Officiant of time changes ASAP.)

Location and city: _____

How did you hear of Interfaith Officiants.com? _____

If you found us on the Internet, do you remember which site? _____

Is this a Commitment Ceremony or Sacred Union (rather than a wedding)? Yes / No

Partner #1 Name: _____ Age _____

Phone _____ E-mail Address: _____

Home Address: _____

County of Residence _____

Cell phone number on wedding day _____

Religious/spiritual background (continue on back, if necessary)

Partner #2 Name: _____ Age _____

Phone _____ E-mail Address: _____

Home Address: _____

County of Residence _____

Cell phone number on wedding day _____

Religious/spiritual background (continue on back, if necessary)

Number of Attendants total? (Both sides, bride's and groom's together) _____

Names and Phone numbers of Maid/Matron of Honor and Best Man or two other primary witnesses who will be signing marriage license with you _____

Circle type of ceremony desired: Secular/Humanist, Nondenominational Christian, Jewish, Interfaith, Other
Circle style choices: Alternative, Contemporary, Traditional, Themed, Simple, Nature Based, Eclectic, Other
Please describe your wishes in as much detail as possible (continue on separate sheet if necessary):

How would you like to be pronounced at the end of the ceremony? (Examples: "Mr. and Mrs. John Smith" or "Mr. and Mrs. John and Susan Smith" or "John and Susan Smith" or "Our newly married couple Mr. John Smith and Dr. Susan Johnson" or "Partners for Life Chris Jones and Kelly Morrison", etc.)

Information about Partner 1:

Full legal name: _____

Name you would like to be called in ceremony: _____

Have you been married before? Yes / No

Do you have children? Yes / No Names and ages: _____

Will your children participate in the ceremony, and if so, how? _____

Is there someone who cannot attend you would like to mention that sends their blessings, or will be there in spirit only? _____

Will you be writing your own vows? _____

How did you meet your partner and when? _____

Please describe your relationship: _____

What strengths do you see in your partner that helped you decide to marry him/her?

Have there been challenges along the way? How did you overcome them?:

What do you do together to keep your love alive? _____

Are you planning to have children together? _____

What else would you like me to know before the wedding? _____

Will you be escorted (by one or both) parents as you walk down the aisle?

Names of parents/guardians who will be attending and their relationship to you:

Favorite Scripture verses, readings, poems or cultural traditions you would like to include (optional): _____

Information about Partner 2:

Full legal name: _____

Name you would like to be called in ceremony: _____

Have you been married before? Yes / No

Do you have children? Yes / No Names and Ages: _____

Will your children participate in the ceremony, and if so, how? _____

Is there someone who cannot attend you would like to mention that sends their blessings, or will be there in spirit only? _____

Will you be writing your own vows? _____

How did you meet your partner and when?

Please describe your relationship:

What strengths do you see in your partner that helped you decide to marry him/her?

Have there been challenges along the way? How did you overcome them?:

What do you do together to keep your love alive? _____

Are you planning to have children together? _____

What else would you like me to know before the wedding? _____

Will you be escorted (by one or both) parents as you walk down the aisle?

Names of parents/guardians who will be attending and their relationship to you:

Favorite scripture verses/ readings/ poems or cultural traditions you would like to include (optional): _____

Total Cost of Services \$ _____

This contract is for the wedding services of InterfaithOfficers.com and the above named persons, referred hereinafter as Clients. The Clients agree to pay a NON-REFUNDABLE retainer fee of \$100.00 to book their wedding date. The remainder of the balance \$ _____ is due no later than one week prior to the wedding date, _____. Payment shall be made by cash, money order or check. (Clients initial: _____, _____)

If you pay by check and it is returned as 'non-sufficient', the returned check fee is \$25 and further arrangements to pay the balance shall be made in cash. If not paid by cash, the Officiate will not show up to perform the ceremony. (Clients initial: _____, _____)

Cancellations: The Clients understand that this is a customized wedding service and if the remainder of the balance is NOT paid in full by one week before the wedding date, this contract is cancelled and all payments are forfeited. Cancellations must be made in writing. (Clients initial: _____, _____)

Terms & Conditions: The Clients and all their attendees at their event agree to hold InterfaithOfficers.com, their employees, independent contractors or visitors, harmless from any liability resulting from acts or omissions, all claims, loss or damage to persons or venue property arising out of or connected with performing ordered services. (Clients initial: _____, _____)

InterfaithOfficers.com assumes no responsibility for accidents, injury or any other mishap to any guest, customer or employee, independent contractor or visitor of InterfaithOfficers.com of Colorado attending the event. (Clients initial: _____, _____)

The event must start within a reasonable amount of time as agreed upon and if not, a \$10 extra fee will be added for every 15 minutes the event is held up. This charge will be expected before ceremony begins, in cash only. If the very unlikely event is delayed thirty minutes or more, the Officiant may need to leave, if he/she has another appointment. (Clients initial: _____, _____)

The Clients understand and acknowledge that they are financially responsible for any damages caused by them or any person in attendance at the event contracted for. The Clients assume full liability for all and any mishaps. Clients also agree to take care of reservations at venue and have a backup plan in case such acts of inclement weather may happen or the venue is not available for their specific event. (Clients initial: _____, _____)

Upon signing this contract and receiving the NON-REFUNDABLE retainer, InterfaithOfficers.com will secure your requested date and time on its calendar. Both parties agree the retainer will be considered as liquidated damages if Clients default for any reason on ordered services. By securing your event date and time, InterfaithOfficers.com has declined other events & has started preparing for the Clients' ceremony; therefore, liquidated damages would be difficult to ascertain in the event that the Clients default. (Clients initial here: _____, _____)

If for ANY reason InterfaithOfficers.com cannot perform the services ordered (due to illness, auto accident, etc.), the retainer will be refunded, in full. Reasonable attempts will be made to secure another Officiant in my absence, as soon as possible. InterfaithOfficers.com is not responsible for acts of God or other calamity that may result in the cancellation of the event. This contract is legal & binding. (Clients initial: _____, _____)

Clients agree to: Provide all materials for specialized ceremonies, such as unity candles, matches, sand and container for sand ceremony, flowers and vase for rose ceremony, etc. Clients also agree to provide marriage license or registration to rehearsal and the the wedding ceremony. The Officiant will not be bringing any of these items, unless added below. (Clients initial: _____, _____)

Clients agree to notify Officiant in a timely fashion regarding any changes in location date, time and venue, rehearsal date, time and venue, or any other details pertinent to the ceremony for which Officiant is hired. _____, _____)

Other agreements made which are not contained herein:

Client Signature: _____ Date: _____

Client Signature: _____ Date: _____

InterfaithOfficers.com acknowledges receipt of Client's retainer of \$_____ and agrees to reserve the date _____, and time of _____ for an Officiant to perform said event listed in this contract. The retainer will be applied toward the total fee for services ordered for the event. If ceremony needs to be rescheduled, retainer will be applied towards the new time & date, if Officiant's schedule will allow.

Officiant Signature: _____

Date: _____

Please mail retainer fee (deposit) to reserve your wedding date, along with pages 1, 4 and 5 of this completed contract to the address below. Two weeks prior to your wedding, mail pages 2 and 3 with the remainder of your balance to:

Officiant Nancy Cronk
InterfaithOfficers.com
5846 S. Ensenada St.
Aurora, CO 80015
303-766-3123 Business line
303-680-6243 Fax (Call business line first to ask us to switch it on.)
Nancy Cronk, Officiant
720-341-8964 Cell phone
303-680-6243 Home phone (*Emergencies only, please*)



Congratulations on your engagement!
Please don't forget to notify your Officiant of any changes.
I look forward to helping you create your dream ceremony!