

## Wedding Checklist

- Review all UCC Wedding Guidelines.
- Contact Church Wedding Coordinator for available dates and secure a tentative reservation.
- Mail completed “Wedding Request Form” and \$500 deposit to University Christian Church.

### Three Months Before Wedding

- Make appointment for the initial meeting with the officiating minister. Dates for additional meetings with the minister will be set when you meet with the minister.
- Make appointment to meet with the organist by calling UCC music office 817.926.6631 ext. 152.
- Make appointment to meet with the Church Wedding Coordinator by calling 817.926.6631 ext.123.

### One Month Before Wedding

- Pay balance due University Christian Church.
- Pay honorarium to officiating minister.

Please note, UCC’s Church Wedding Coordinator is your ongoing contact person with the church. We know that questions can arise during the wedding planning process and you are encouraged to contact our Church Wedding Coordinator by phone or email, as needed.