

A CHECK LIST OF SOME IMPORTANT THINGS TO DO Your Copy

As soon as your wedding date and time have been confirmed:

Submit the deposit required to hold your date and time.

Date: _____ and Time: _____

Submit the remaining amount of the wedding fees 30 days prior to the wedding.

Date: _____ Amount: _____

Contact Ms. Pat Lucksinger, the Wedding Coordinator to arrange for a tour of the church and other facilities:

plucksinger@staustin.org, 512-477-9471 x322

Date: _____ Time: _____

Contact Dr. John J. Hoffman, Pastoral Associate for Liturgy and Music, and Organist to schedule an appointment to plan your wedding liturgy and music:

jhoffman@staustin.org, 512-477-9471 ext. 326

Date: _____ Time: _____

Request a recently dated copy of your baptismal certificate from the church where you were baptized.

Schedule a date to participate in an Engaged Encounter Weekend/Couple Sponsors Program or other formation program.

Check the diocesan web page at www.austindiocese.org.

Contact the county clerk's office for information concerning obtaining a marriage license.

Give a copy of *Policy for Florists* to your florist.

Give a copy of *Policy for Photographers and Videographers* to your photographer and videographer.

Submit the Wedding Preparation Form to the Wedding Coordinator no later than two weeks prior to your wedding.

Latest date to be turned in: _____

I have read and understand this document and will abide by all the directives.

Groom: _____ Bride: _____

Date: _____

Date: _____

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