



WEDDING INFORMATION FORM

Allow for a minimum of six months for marriage preparation when selecting a wedding date. Friday Weddings will be held afternoons or evenings. Saturday weddings will be held no later than 2pm.

****If there is a previous marriage, please make an appointment with Fr. Leo by emailing him at frleorigatuso@gmail.com, prior to selecting a wedding date.**

Steps to book a wedding date

1. Submit this form to St. Matthew Parish Office with the appropriate fee
 - A fee of \$300 for parishioners will be collected at the time a wedding date is booked
 - A fee of \$900 for non-parishioners will be collected at the time a wedding date is booked
 - *You must be a registered parishioner for one year before you may book a wedding at a parishioner rate.*
2. Email Fr. Leo at frleorigatuso@gmail.com with subject line: REQUEST FOR INITIAL WEDDING MEETING. This meeting will begin your marriage preparation process.
3. A hard copy of both baptismal certificates, dated within the last 6 months, will be needed at the time of this meeting.
 - a. Submit the baptismal certificates to Rebecca in the Parish Office
 - b. *Baptismal certificates may be obtained by calling the parish of baptism.*
4. The St. Matthew Liturgist will contact you.
5. AFTER you have met with Fr. Leo, he will provide your information to the FOCCUS facilitators so that arrangements can be made to complete the FOCCUS Pre-Marriage Inventory and the Engaged Encounter/Marriage-Journey for Life Retreat.

STIPENDS for the following individuals will be due 30 days prior to the wedding date. These are required liturgical roles that will be filled by the parish unless other arrangements to fill these positions have been made in advance.

******Music must be approved by the Director of Liturgy, Suzi Brunner (402)670-7642. ******

Liturgical Roles	Parishioner	Non-parishioner
Presider	\$250.00	\$350.00
Deacon	\$100.00	\$150.00
Coordinator	Starts at \$300.00 (fee may vary due to wedding size)	Starts at \$400.00 (fee may vary due to wedding size)
Cantor	Prices will vary (starting at \$200.00)	Prices will vary (starting at \$200.00)
Accompanist	Prices will vary (starting at \$250.00)	Prices will vary (starting at \$250.00)
Altar Server	\$25.00	\$40.00
Sound Operator	\$50.00	\$75.00
Optional Live Streaming/Recording of ceremony	\$100.00	\$100.00
Cleaning/Damage Deposit	Starts at \$300 (Varies)	Starts at \$300 (Varies)

Alcohol is NOT permitted on church premises during the rehearsal or the wedding ceremony.



Today's Date: _____

WEDDING DATE/TIME: _____

Circle One: Parishioner/ Non-Parishioner

Rehearsal Date/Time: _____

Non-Parishioner Parish of Record: _____

Bride's Information

Name _____ Religion: _____

Address _____ City _____ State _____ Zip _____

Phone Number _____ Email Address _____

Occupation _____

Circle one: Y or N Previously married? If yes how did marriage end? _____

Groom's Information

Name _____ Religion: _____

Address _____ City _____ State _____ Zip _____

Phone Number _____ Email Address _____

Occupation _____

Circle one: Y or N Previously married? If yes how did marriage end? _____

Circle one: Y or N As a couple have you been married in a civil ceremony? _____

Office Use

Wedding fee paid \$ _____ Check Number _____ Date _____

Item	Date Received	Initials	Notes
Prenuptial Questionnaire completed			
Baptism Dispensation Form			
Bride's Baptismal Certificate			
Groom's Baptismal Certificate			
Bride's Freedom to Marry Form			
Groom's Freedom to Marry Form			
Annulment Paperwork			
Marriage License			
Civil Marriage			
Convalidation Certificate created			
Death Certificate			
FOCUUS Certificate			
Marriage Prep Completion Certificate			

