

Wedding Organisation / Responsibilities

Task	Admin	Senior Minister	Associate Minister	Elder	Family
Marriage Course					
Date					
Time					
Number of people attending					
Host					
Minister/ Speaker					
Registrar					
Music/ Singers					
PA					
Order of Service					
Printing					
Refreshments					
Access to building					
Cleaning					
Parking					

Wedding Organisation / Responsibilities

Task	Who is responsible
Pre-marriage prep in place?	Elder or Pastor to arrange
Date for the wedding	To be agreed with the those highlighted
Time	To be agreed with the those highlighted
Number of people attending	To be agreed with the those highlighted
Host	To be arranged by couple and inform ECCi
Minister/Speaker	To be arranged by couple and inform ECCi
Registrar	To be arranged by ECCi office
Music Singer/s	To be arranged by couple and inform ECCi Payment to those asked is made directly between the Couple and the person taking part
PA	To be arranged by couple and inform ECCi Payment to those asked is made directly between the Couple and the person taking part
Order of Service	To be arranged by couple
Printing	To be arranged by couple
Refreshments	To be arranged by couple and inform ECCi Payment to those asked is made directly between the Couple and the person taking part
Keys / Access to ECC	To be arranged by the office
Clean up / Lock up	To be arranged by the office.
Parking	ECCi are not able to provide or arrange parking permits for weddings.