

# Checklist

## Sacred Heart Parish Wedding Checklist and Timeline

### To Reserve the Date:

- \_\_\_\_\_ \*Return the [Sacred Heart Parish Wedding Agreement to the parish \(Form M101\)](#).
- \_\_\_\_\_ \*Pay the Church Wedding Fee.
- \_\_\_\_\_ **Additional Forms for Non-parishioner**
- \_\_\_\_\_ \*Return the [Marriage Preparation Agreement / Officiant Agreement \(Form M102\)](#).
- \_\_\_\_\_ \*Return the [Permission for Bride and/or Groom to Marry at Sacred Heart \(Form M103\)](#).

### Six Months to One Year Before the Wedding:

- \_\_\_\_\_ Fill out the online Preliminary Assessment of Readiness for Marriage (FOCCUS Survey).
- \_\_\_\_\_ Sign up for [Journey to Matrimony](#) with the Diocese of St Petersburg.
- \_\_\_\_\_ Meet with the clergy member who is doing the paperwork and/or wedding.
- \_\_\_\_\_ Hire the Florist and share our guidelines with them. - *Optional*
- \_\_\_\_\_ Hire the Photographer and share our guidelines with them. - *Optional*
- \_\_\_\_\_ Hire the Videographer and share our guidelines with them. - *Optional*

### Six Months Before the Wedding:

- \_\_\_\_\_ \*Contact the parish of your baptism to get a **recent** copy of your baptismal record.  
(For a non-Catholic we just need a copy of your baptismal record.)  
Groom \_\_\_\_\_ Bride \_\_\_\_\_
- \_\_\_\_\_ \*Complete the [Form B - Witness Affidavit of Free Status](#) (Two Copies for Each)  
Groom - 1 \_\_\_\_\_ Groom - 2 \_\_\_\_\_ Bride - 1 \_\_\_\_\_ Bride - 2 \_\_\_\_\_

### Five Months Before the Wedding:

- \_\_\_\_\_ Contact the Director of Music to Select Music

### Two Months Before the Wedding:

- \_\_\_\_\_ Obtain Marriage License (license can be obtained no sooner than 60 days before wedding date)
- \_\_\_\_\_ Reserve on street parking spots by the church - *Optional*

### One Month Before the Wedding: All paperwork should be completed.

- \_\_\_\_\_ \*Return the [Sacred Heart Florist Agreement to the parish Form 104](#).
- \_\_\_\_\_ \*Return the [Sacred Heart Photographer Agreement to the parish \(Form M105\)](#).
- \_\_\_\_\_ \*Return the [Sacred Heart Videographer Agreement to the parish \(Form M106\)](#).
- \_\_\_\_\_ \*Return the [Sacred Heart Wedding Ceremonial Planner to the parish \(Form M107\)](#).

### Week Before the Wedding:

- \_\_\_\_\_ Payment for the Organist is due. (Check made out to Philip Jakob.)
- \_\_\_\_\_ Payment for the Cantor and other musicians is due. (Check made out to the musician(s).)

### Day of the Wedding Rehearsal: (Church Physical Address: Sacred Heart Church, 509 N Florida Ave, Tampa, FL 33602)

- \_\_\_\_\_ Bring the Marriage License and mailing envelope provided by county.
- \_\_\_\_\_ Arrive at the designated time, 15 minutes before the rehearsal.

### Day of the Wedding: (Church Physical Address: Sacred Heart Church, 509 N Florida Ave, Tampa, FL 33602)

- \_\_\_\_\_ Arrive at the designated time.  
Wedding Party - Groom & Groomsmen arrive 1 hr. before the wedding.  
Bride & Bridesmaids arrive 45 mins. before the wedding.

**\*Forms & Documents should be returned to Sacred Heart Church, Attention: Jennifer Williams, 518 N Marion St, Tampa, FL 33602.**