

Congratulations on your upcoming wedding. Please use this Wedding Ceremony Checklist to guide you in your planning. Feel free to contact the wedding coordinator at [mmcfarland@fpcp.org](mailto:mmcfarland@fpcp.org) for help at anytime.

1. Upon approval please submit a non-refundable deposit by check to: First Presbyterian Church of Pittsburgh, 320 Sixth Avenue, Pittsburgh, PA 15222. On memo line include: Name of Bride and wedding date. The church will receive payment and notify wedding coordinator. (\$300 for members, \$600 for non members)
2. Confirm ceremony and rehearsal time with wedding coordinator.
3. View and download Planning your Ceremony worksheet. Please complete as much information as possible and submit to wedding coordinator at [mmcfarland@fpcp.org](mailto:mmcfarland@fpcp.org). Schedule a meeting with the wedding coordinator. This meeting will include a complete discussion of rehearsal and ceremony details, review any questions you may have, address any concerns and review your planning sheet. Complete 2-3 months before wedding.
3. Contact FPCP music director to select music at [rcroyle@fpcp.org](mailto:rcroyle@fpcp.org). All music selections, musicians, and soloists need approved by FPCP music director. View wedding music link for a list of appropriate selections. Complete at least 30 days before wedding.
4. Download vendor forms and have vendors sign and mail to FPCP wedding coordinator. Vendors include photographer, videographer, and florist. Return no later than 30 days before wedding.
5. Complete counseling sessions. At your last session, you will be able to select ceremony details with FPCP pastor.
6. You may donate your pulpit flowers to the church for Sunday worship service. Your gift will be noted in the weekly church bulletin. Please email [mjsnyder@fpcp.org](mailto:mjsnyder@fpcp.org) with your request at least 30 days prior to your ceremony.

7. If using a guest officiant, please have them contact wedding coordinator. Guest officiant will need to provide ceremony details no later than 30 days before wedding.
8. Final payment due 30 days before wedding. Please submit check to FPCP.
9. Programs need to be approved by wedding coordinator. You must provide a proof for review before printing.
10. Marriage license must be delivered to the church office no later than 5 days before wedding. If you are planning a candlelight service, it is your responsibility to deliver candles at this time. You will need 12 pillar candles that are 3 inches wide and 6 - 11 inches tall.
11. Bring programs and unity candle to rehearsal. It is imperative that your rehearsal will start on time. Advise bridal party of heavy traffic on Fridays. It is recommended you check sports, concert, and city calendars for events that coincide with your rehearsal and wedding day.