



'16-'17 Contract - South Central WI

This agreement will serve as your written intent to hire Let's Get Married.
 By signing you agree to receive phone calls and email, and that any photos or videos submitted or taken by us or our staff may be used in marketing materials.

Wedding Date _____ Ceremony Time: _____ am/pm Location _____

<p><i>Please Print <u>Legal</u> Names (first/middle/last)</i></p>	<p>Bride _____ Groom _____</p>
<p><i>Date of Birth</i></p>	<p>Bride ____/____/____ Groom ____/____/____</p>
<p><i>Phone: Email:</i></p>	<p>Bride (_____) _____ Groom (_____) _____ email _____ email _____</p>
<p><i>Type of ceremony</i></p>	<p><input type="checkbox"/> Wedding <input type="checkbox"/> Elope/Legal <input type="checkbox"/> Commitment <input type="checkbox"/> Already married/renewal</p>
<p><i>Main Address</i> <input type="checkbox"/> Bride <input type="checkbox"/> Groom</p>	<p>Street _____ Unit/Apt. # _____ City _____ State _____ Zip _____</p>
<p><i>Officiant You Prefer and Their Attire</i></p>	<p><input type="checkbox"/> Rev. Donny* <input type="checkbox"/> Rev. Dave <input type="checkbox"/> Rev. Renee <input type="checkbox"/> Black judge robe (Dave and Renee) <input type="checkbox"/> Suit <input type="checkbox"/> Casual <input type="checkbox"/> Minister Collar (Donny only) <i>NOTE: Judge robe may not be available during hot days for our officiant's health and safety. *Local Madison</i></p>
<p><i>Time Block(s) hiring officiant</i></p>	<p>Time Block: <input type="checkbox"/> 9am - Noon <input type="checkbox"/> Noon to 3pm <input type="checkbox"/> 3pm to 6pm <input type="checkbox"/> other _____ <i>Officiant will arrive 15-30 minutes prior to ceremony unless specific here: _____ am/pm</i></p>
<p><i>Rehearsal</i> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Date: _____ Start Time: _____ Duration: <input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> 90 min. Location _____ (\$75 per half hour)</p>
<p><i>Facility Information for Ceremony</i></p>	<p>Name of facility: _____ Ceremony Address: _____ City _____ State _____ Zip _____ Phone (_____) _____ Contact Name: _____</p>
<p><i>Mileage</i></p>	<p>Distance from officiant's location each way _____ miles (see map page 4 for details)</p>
<p><i>Ceremony Location is in the:</i></p>	<p><input type="checkbox"/> Village, <input type="checkbox"/> City, OR <input type="checkbox"/> Township of _____ <i>(We are required by law to fill this information on the marriage license, thus we need the accurate information on the location. Is it the City of Fitchburg, Township of Pittsfield, Village of Marshall, etc)</i></p>

Order Page and Pricing - Please check the items you want included

A non-refundable deposit of **50% down** will be required to hold your date, with the balance being due **14 days prior to the ceremony**. Payment in full is also fine at the time of booking. Payments accepted: Cash or check made out to **Michelle Hall** and mailed to **8420 125th Ct. N., Seminole, FL 33776**

Differences in The Types of Ceremonies We Offer:

	<i>Short and Sweet \$395</i>	<i>Traditional \$495</i>	<i>Elopement \$200**</i>
Readings (1 in short and sweet, 2-3 in traditional)			
Ring Exchange			
Vows			
Legal Intentions			
Phone Consultation			
In Person Consultation			
Performing the Ceremony – your location			
Access to our Online Guide			
Ceremony review, proofing and final PDF			
Time allotted for Unity Ceremony, Soloists, Musicians (materials not included)			
We File Marriage License - Reg. Of Deeds			
Availability to book rehearsal (add \$75 per half hour)			

Note: For weddings that are more than 45 minutes away from our home, if it is more cost effective for us to stay at your wedding hotel rather than drive back and forth both days, you can provide us a hotel room and avoid the second day travel charge.

Summer and rain wedding notes: If the temperature is over 90 degrees, please consider moving your ceremony indoors, as this causes dangerous health concerns not only for our officiants, but for you, and your guests.

Rain: We also cannot perform weddings in the rain as we typically perform more than one wedding per day and need to stay dry and presentable for each wedding.

*****Elopements may be discounted \$25 if you come to the officiant's home.***

Short and Sweet - \$395 - More like an elopement or civil ceremony. Usually *15 minutes or less*, depending on what you choose. They usually do not have rehearsals, songs or events like candle lightings. The fee includes an email or phone consultation, access to online ceremony planning guide with examples, review of the ceremony, performing the ceremony, and filing of the license. Choices for ceremony selection shall be sent in 21 days prior to wedding.

Traditional Style - \$495 - This type of ceremony is longer - *up to 30 + minutes* and includes readings, special unity events (not materials) such as a candle lighting, sand pouring, rose exchange, flower gifts to the mothers, etc. It is a more traditional style and usually has many guests, a presentation of the bride, and other details. This is perfect for the couple who prefers a more church style wedding but doesn't belong to a church or organization. The fee includes in person, email or phone consultation, access to online ceremony planning guide with examples, inclusions of events in the ceremony such as a candle lighting or sand pouring, review and revisions of the ceremony, performing of the ceremony, assistance with small wedding day details such as flowers and welcoming guests, and filing of the license. Choices for ceremony selection shall be sent in 21 days prior to wedding.

<input type="checkbox"/> Legal Elope \$200 (no ceremony)	\$_____ (2 adult witnesses and children are only guests allowed)
<input type="checkbox"/> Short & Sweet Ceremony \$395	\$_____ (multiply amount (x) number of time blocks)
<input type="checkbox"/> Traditional Ceremony \$495	\$_____ (multiply amount (x) number of time blocks)
<input type="checkbox"/> Mileage	\$_____ (if wedding only x 2, if rehearsal as well, x 4)
<input type="checkbox"/> Sand/Candle/Rose Supplies \$55	\$_____ (only if we provide sand/candles, etc - \$0 if you provide)
<input type="checkbox"/> Rehearsal \$75 per 30 minutes	\$_____ (30 min. requires a prompt start. Traditional style only.)
<input type="checkbox"/> Holiday Booking \$100	\$_____ If actual holiday or holiday weekend = Fri-Sat-Sun)
<input type="checkbox"/> Pre-marriage course \$750-\$1250	\$_____ (4-6 sessions private or class style)
TOTAL:	\$_____
Amount Paid: \$_____ Check # _____ Date ____/____/____	
Balance Due: \$_____ (2 weeks before ceremony ____/____/____)	
Keep bottom portion for sending your balance due:	

Please make your check out to Michelle Hall, mail to: 8420 125th Ct. N, Seminole, FL 33776

Wedding Date: _____ **Couple's Names:** _____

Balance Due: \$_____ **Date Due: 2 weeks prior to ceremony** ____/____/____

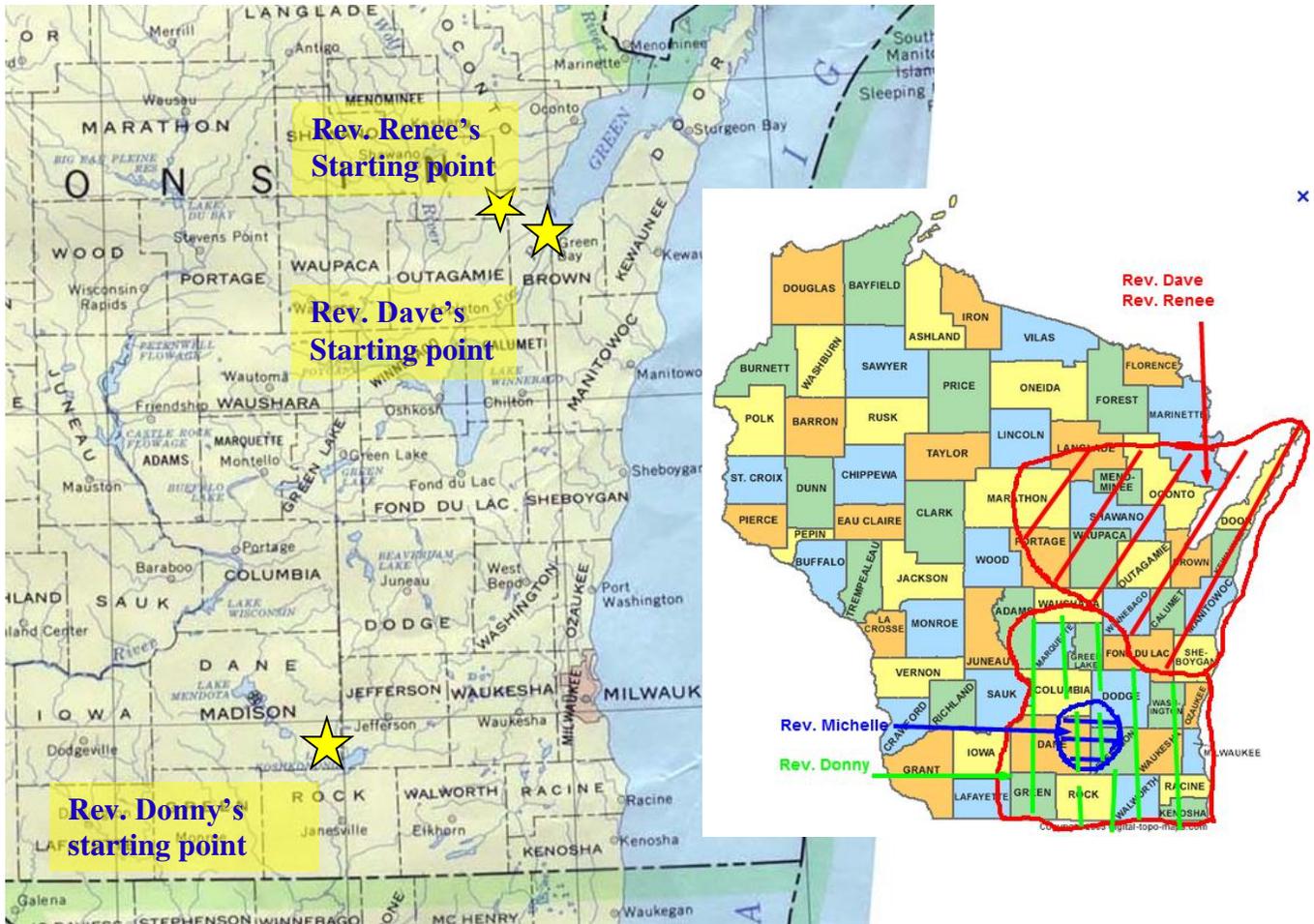
*Don't forget to apply for your marriage license within the window and with enough time for the waiting period.
Your officiant's address is listed here for you - you will need this when you apply for your marriage license:*

- Rev. Donald F. Onley, Jr. 1610 E. Road 6, Edgerton, WI 53534 608-290-2214*
- Rev. David LaCount, 4045 Anston Road, Green Bay, WI 54313 920-621-4834*
- Rev. Renee Slezewski, PO Box 17, Pulaski, WI 54162 920-265-8549*

- Number of guests expected at your ceremony _____
- Will a PA/microphone system be needed? Yes No (If yes, who is providing?_____)
- We recommend a PA system for over 50 guests, or if for any size group if ceremony is outside. If your officiant to be amplified by your DJ or Band, we request a **wireless clip-on lavalier mic**. Call us if you need assistance finding someone to set this up.
- Indoor Ceremony Outdoor Ceremony
 - *Summer wedding notes: If the temperature is over 90 degrees (or if it is raining), please consider moving your ceremony indoors, as this causes dangerous health concerns not only for our officiants, but for you, and your guests. Rain - weddings must be moved under a tent or indoors as we likely have another event to attend and need to remain dry.*
- If outdoor - location in case of rain/heat:_____ *drop dead time to call for rain _____ am/pm
- Number of total attendants in Bridal Party not including bride/groom (standing up)_____
- Will you be having a program/handout at the ceremony? Yes No
- Color scheme of wedding: _____
- Flowers bride will carry - color and type: _____
- Will there be music?
 - DJ (who?_____)
 - Band/Strings CD/iPod No music
- Will you email a photo of the ceremony to us afterward? Yes No
- Will there be a wedding coordinator? Yes No
 - If yes, name/phone_____
- Will there be parking for Officiant? Yes No (We appreciate a reserved spot if parking is tight)
 - Where would you like us to park?_____
- How did you hear about "Let's Get Married"? _____
 - If online, which web site?_____
 - If referred, who should we thank?_____
- Bride (print) name as she will take legally after wedding_____
- **Emergency Contact for the Day Of The Wedding** (someone who can reach the bride):
 - Name_____ Phone_____
 - Email_____ Relation_____

Other notes you wish to share with us:

Mileage, Time and Travel Charges



We hope you understand that the time we spend travelling and gas to get to and from your event eats up most of our wedding fees, thus we unfortunately have to charge to cover this. The price per mile includes our time and gas. To figure the mileage, please use Google Maps the follow city information to the exact address of your event BOTH WAYS and if adding a rehearsal, both events both ways:

Rev. Dave – 4045 Anston Rd., Green Bay, WI 54313

Rev. Donny – Edgerton, WI 53534

Rev. Renee – 236 E. Green Bay St., Pulaski, WI 54162

Example: Rev. Donny to Devil's Head Resort = 67.7 miles one way. (this example assumes \$1 per mile)

Wedding only = 67.7 miles each way x 2 (round trip) = 135 miles = \$135.40

Wedding and rehearsal = \$135.40 x 2 (wedding and rehearsal round trip) = \$270.80

PLEASE DEDUCT 15 MILES ON US! We consider within 15 miles local for us.

Miles from officiant to ceremony site = _____ miles x 2 (round trip) = _____ miles

_____ miles x \$1 per miles = \$ _____

Having a rehearsal? \$ _____ x 2 trips round trip = \$ _____ total

Mileage price guidelines: Gas Price at time of booking Mileage Price Per Mile

2.50 to \$2.99	.75 per mile, each way
\$3.00 - \$3.99	\$1.00 per mile, each way
\$4.00 - \$5.00	\$1.50 per mile, each way

CANCELLATION, CHANGES AND REFUND POLICIES

Please keep a copy of this page and initial each item:

- _____ Upon receipt of payment and contract, we will promptly email you a receipt which includes the link to the online planning guide. Please review the examples and ideas in the book (or from a source of your own), choose the parts you wish to be included in your ceremony and email back in a Word document to michelle@letsgetmarried.org. We ask that you submit your **selection in of what base ceremony, vows, readings, etc. that you want no later than 21 days PRIOR to the wedding**. This gives *us* enough time to review, write, organize, format and proof with you. We will add the legal parts, transition text, and format and **send you a final proof no later than 3-5 days before** your wedding.
- _____ If you do NOT submit at least 21 days prior, we reserve the right to choose a ceremony in non-religious format. (If there is not 3-6 weeks, please choose your materials upon receiving the link.)
- _____ If for some reason you must change the date of your wedding, every reasonable effort will be made to accommodate your change at no extra cost/no charge other than if the mileage to a new location changes. If your date is not available, we will refer you to another officiant if possible. Deposit is non-refundable.
- _____ If you cancel your wedding, all payments made to date become non-refundable due to the fact that the date has been tied up for the duration of time you had the date booked.
- _____ A non-refundable deposit of **50% down** will be required to hold your date, with **the balance being due 14 days prior to the ceremony**. Payment in full is also fine at the time of booking.
- _____ Rehearsals are booked for a 30 minute increments. If you are unable to begin your rehearsal at the specified time, an additional session fee may be applied, or your officiant may need to leave to attend another event. **Please have your wedding party arrive 15 minutes prior to the scheduled starting time.**
- _____ If your chosen officiant cannot make it the day of your wedding due to accident, illness, loss of voice, death or other act of nature, another officiant from *Let's Get Married* will fill in as needed to ensure you will have someone there to wed you.
- _____ If you are already married and this is a "mock" ceremony for family, please provide us with a copy of your certified legal marriage certificate 14 days PRIOR to the ceremony for our files.
- _____ Our officiants request that any days over 90 degrees or raining/misting be moved under a tent or indoors, as we likely have another ceremony to attend after yours and need to be presentable.
- _____ You will receive a commemorative certificate from us on your wedding day.. **If you wish to receive a legal copy of your marriage certificate, you will need to order one from the Register of Deeds** in the county in which you were married. *The Reg. of Deeds will not send you one unless you ORDER one from them direct.* An order form is on the county web page.

This contract was drafted on the _____ day of _____, 20_____

X _____

X _____

Bride Print full legal Name

Groom Print full legal Name

X _____ Date _____

Accepted by Officiant