

# Rich Events

Wedding Officiants & Event Management

## Questionnaire for Micro Wedding Ceremony

Thank you for booking your Micro Wedding Ceremony with Rich Events, with photos by Elopements of Nashville. We want you to have the best possible experience with us, so we have some questions for you to answer for us to make sure things go as smoothly as possible on your wedding day.

1. How many seated guests will be present? \_\_\_\_\_ If none, type "0."  
Keep in mind the limit is 20 seated guests. We will place up to but no more than 20 chairs. You may not have any extra standing guests over the 20-guest limit.
2. How many adult bridesmaids/groomsmen will be in the standing bridal party? \_\_\_\_\_ If none, type "0."  
Keep in mind the limit is two on each side for a total of four. Standing bridal party does not count toward the number of seated guests.
3. Will there be any children (flower girl/ring bearer) in the standing bridal party? \_\_\_Yes \_\_\_No  
If so, please list them, including their names with ages. If not, please type "0."

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4. Will the bride be escorted down the aisle? \_\_\_Yes \_\_\_No

If yes, type the name of the escort? \_\_\_\_\_ Type "0" if bride has no escort.  
Shall Rev. Rich ask the escort, "Who presents this woman in marriage?" \_\_\_Yes \_\_\_No

5. If you are exchanging rings, will you have them held by a member of the standing bridal party, such as a groomsman or ring bearer, handed up from a seated guest, or will they be held by the groom? If undecided at this time, type "0."

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Keep in mind that Rev. Rich will not hold the rings in the ceremony. Also, the bride should tell us at the ceremony if the groom will place just the wedding band or the engagement ring and wedding band, and in what order preferred if both.

6. Are you planning to read personally-written vows to each other? \_\_\_Yes \_\_\_No  
If yes, please bring the vows printed or hand-written **on paper** and let Rev. Rich hold them in his folder until that section of the ceremony. Please **do not** read from a phone or other device.
7. Are you planning to have someone live-stream your ceremony for loved ones who cannot attend? \_\_\_Yes \_\_\_No  
If yes, please check in with our team to be sure that this does not impede the flow of the ceremony or pictures. We recommend Facebook Live or Zoom (with volume turned down). We prefer not having FaceTime used since there is a feedback issue with guests present at the ceremony hearing the remote guests through the phone or tablet, which is very disruptive. Please plan carefully to reduce setup time and to minimize disruption to the ceremony.

8. Is the bride arriving already dressed? \_\_\_Yes \_\_\_No  
If no, we will touch base with you to remind you of your timeline and changing room options. Keep in mind that all parties must have hair and makeup done prior to arrival as there is neither time nor facility for that at the venue.
9. Is the couple marrying seeing each other before the ceremony at the venue? \_\_\_Yes \_\_\_No  
If no, we recommend one to arrive first, check in with our team, and then take his/her place in our pre-ceremony staging area. The first to arrive should bring the rings, marriage license paperwork and any flowers being brought. The other should arrive about 5 minutes later, but should check in with us via text message to be given clearance to enter the venue.
10. Have you informed your guests of our cell phone and picture policy yet? \_\_\_Yes \_\_\_No  
If no, please email, text or verbally inform your guests that they will need to silence and put away all phones and personal cameras when they arrive. They may bring them out to take a few staged shots toward the end of your time with us, after our professional photographers complete all staged formal shots. We have this plan in place to insure the best possible use of the time, and the best possible professional photos. We don't have time to stage each shot and let your guests add in other personal shots. We also do not need your attention diverted away from our photographers, nor do we need competing flashes. We will remind your guests to put away their devices. We do not allow any other amateur or professional photography beyond our team. We can show photos and cite previous situations when these guidelines were not followed.
11. Have you supplied Rev. Rich with your ceremony selection from his samples? \_\_\_Yes \_\_\_No  
Have you supplied Rev. Rich with your music selections? \_\_\_Yes \_\_\_No  
If no to either of these questions, please contact Rev. Rich as soon as possible.
12. Have you obtained your Tennessee Marriage License? \_\_\_Yes \_\_\_No  
Keep in mind that you must have a **Tennessee** Marriage License for a legal wedding in Tennessee. You may not use a marriage license from anywhere outside of Tennessee. If your ceremony is a renewal of vows as opposed to a legal wedding, you would not need a marriage license. Visit [RichEvents.org](http://RichEvents.org) to review marriage license links. Contact us with questions.
13. Will you have any guests in wheelchairs or scooters? \_\_\_Yes \_\_\_No  
If yes, please let us know as soon as possible so we can plan accordingly.
14. Are you planning on the groom or any other men to wear a boutonniere? \_\_\_Yes \_\_\_No  
If yes, please be aware that a boutonniere should only be worn if it can be pinned or clipped magnetically to a suit coat or vest. If a man is only wearing a shirt, a pinned boutonniere should not be worn as it is extremely difficult and hazardous to pin.
15. Have you reviewed your contracts with Rich Events and Elopements of Nashville since you booked your ceremony? \_\_\_Yes \_\_\_No  
If no, we strongly encourage you to go back and re-read these contracts in full to refresh your memory regarding the details of the services that we provide, as well as your responsibilities.
16. Have you reviewed the reminder messages from Rich Events and Elopements of Nashville regarding your ceremony? \_\_\_Yes \_\_\_No  
If no, please read these messages as they contain important reminders regarding the location of the venue, parking information, arrival and departure times, as well as other important reminders for bridal party and guests. You can also go to [RichEvents.org](http://RichEvents.org) and visit the appropriate venue page and review the package information for the Micro Wedding Ceremony including the "what to expect" link.

17. Have you informed your guests and bridal party (if you have any) regarding the location and address of the venue, as well as the timeline of your ceremony booking? \_\_\_Yes \_\_\_No  
 If no, please remember that we have no way of communicating with your guests prior to their arrival at the venue. It is your responsibility to inform them where the venue is located, what time they should arrive, when they must depart, and other details such as the photography rules, and the no-alcohol rules at all Rich Events venues. You must explain the need for promptness since we host multiple ceremonies per day.
18. Are you having a limousine or other chauffeured vehicle for the couple or any shuttle transportation for the couple and/or guests? \_\_\_Yes \_\_\_No If yes, please contact us with details.
19. Please indicate how bride/groom prefer to be addressed in the ceremony, whether by legal first names, middle names, initials or nick names. Our default is legal first names if the couple does not indicate in advance. We will confirm any special pronunciations in person. Please type each preferred name and check the appropriate box to indicated whose name it is.

Preferred Name 1: \_\_\_\_\_ \_\_\_Bride \_\_\_Groom

Preferred Name 2: \_\_\_\_\_ \_\_\_Bride \_\_\_Groom

20. Please complete **all** of the following information about your booking so we can correctly match this questionnaire to your ceremony. Keep in mind we have multiple weddings per day at multiple venues, so we do need you to provide all of this information.

Ceremony Date: \_\_\_\_\_ Booking Time: \_\_\_\_\_ Venue: \_\_\_\_\_  
*Select from dropdown menu*

Signature of person completing this questionnaire: \_\_\_\_\_

Date questionnaire completed: \_\_\_\_\_

If you have questions about your ceremony, or if you have any updates requested in this questionnaire, please complete this form and/or contact us as soon as possible, ideally by email.

Rev. Brandon Rich, Rich Events - Owner/Officiant  
 Mr. Brickey Nuchols, Rich Events – Director of Operations

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