



Shauna Denee Ministries
P.O. Box 2723
Chesterfield, VA 23832
(804) 506-0686
www.shaunadene.com

Wedding Officiating Consultation

Bride: _____

Groom: _____

Current: Street Address (include Apt. # if applicable) _____

Current: Street Address (include Apt. # if applicable) _____

Current: City, State, Zip _____

Current: City, State, Zip _____

Home Ph: _____

Home Ph: _____

Work Ph: _____

Work Ph: _____

Cell: _____

Cell: _____

Email: _____

Email: _____

Church Affiliation: _____

Church Affiliation: _____

What is your Officiant's services budget? _____

Do you have a wedding planner? Yes/No

Name: _____ Phone: _____ Email: _____

Date of Ceremony _____ **Rain Date:** _____

Location of Ceremony _____

Location of the Reception: _____ **Blessing needed:** Y/N

Time (this is the time the ceremony will start) _____ AM/PM **Time of Reception:** _____ AM/PM

We will arrive 15 to 30 minutes prior to ceremony so be certain that the time you schedule is the actual time. **There will be an extra charge for ceremonies starting more than 30 minutes late.*

Type of Ceremony: Traditional Christian/Religious Contemporary Christian Renewal of Vows Exchange of Vows & Rings

Additional Ceremony Rituals: Unity Candle Communion Other: _____

Vows: Write Your Own Use Officiant's Standard Vows

Will someone walk the bride down the aisle? Yes No / If yes, who: _____

Will there be someone who will be there in spirit only that you would like to mention? Yes No

How many guest will there be _____

Wedding Colors: _____

Appearance of Dress: Priest Collar Black Suit Navy Blue Suit Gray Suit Robe: Black/White Casual

(*Note: Casual wear would include: jeans, khaki pants, white dress shirt, sports coat, etc. Casual wear is suitable for simple informal ceremonies.)

Please list any other services (ie) photography, videographer, memorial candle(), sand ceremony, unity candle etc) which you would like to have included. Also if there are special readings, poems, vows please list those as well.

Quote: _____

Types of Ceremonies:

Initial Consultation and Wedding pictures prior to the service are included in cost.

Simple Ceremony/Elopement - \$100-125

A short 5 – 10 minute ceremony where the bride and groom exchange wedding vows and possibly rings.

Ceremony only - \$150-250

A wedding ceremony is approximately 20 – 30 minutes in length, which will consist of a processional, bridal party, exchange of vows, exchange of rings, other ceremonies within the ceremony, such as communion, unity candle, etc, and recessional.

Rehearsal & Ceremony - \$250-350+

The rehearsal would be conducted the night before or a few days before the actual wedding ceremony. The purpose of a rehearsal is to work out any details and give instructions for how the ceremony will be conducted. A wedding ceremony is approximately 20 – 30 minutes in length, which will consist of a processional, bridal party, exchange of vows, exchange of rings, other ceremonies within the ceremony, such as communion, unity candle, etc, and recessional.

Rehearsal, Ceremony, Reception Blessing - \$300-400+

The rehearsal would be conducted the night before or a few days before the actual wedding ceremony. The purpose of a rehearsal is to work out any details and give instructions for how the ceremony will be conducted. A wedding ceremony is approximately 20 – 30 minutes in length, which will consist of a processional, bridal party, exchange of vows, exchange of rings, other ceremonies within the ceremony, such as communion, unity candle, etc, and recessional.

Premarital Counseling – Inquire of hourly or package rates.

Receive Virtual and/or In Person discussions facilitated to explore marital expectations and review concerns. Goal planning and personal development are available during these sessions. This service is highly suggested, but not required to wed. All materials included.

****These rates are valid for a 20 mile radius of zip code 23832. Otherwise, the current standard allowable mileage rate will be applied.***

Contract For Wedding Officiant Services
Basic Information

Bride: _____

Groom: _____

Current: Street Address (include Apt. # if applicable)

Current: Street Address (include Apt. # if applicable)

Current: City, State, Zip

Current: City, State, Zip

Home Ph: _____

Home Ph: _____

Work Ph: _____

Work Ph: _____

Cell: _____

Cell: _____

Email: _____

Email: _____

Church Affiliation: _____

Church Affiliation: _____

Couple's Address after Wedding:

This is a contract for Wedding Officiant services to be provided by Shauna Denee Ministries.

Officiant will be Minister _____, who is an ordained and licensed minister in the Commonwealth of Virginia.

The minister provides the liturgy of the service and follows an order the ceremony. In addition, the minister conducts the rehearsal (optional, See Plan B & C) and will walk the bridal party through what they need to do if you do not have a wedding coordinator. And in some ceremonies, such as a church wedding and larger sized celebrations, there may be assistant(s) accompanying the Officiant.

The following Officiant, Shauna James-Hooker, being duly authorized by law to conduct marriages according to the laws of this state, will on the _____ day of _____, 201__ at _____ o'clock in the city of _____, Virginia officiate and solemnize the marriage of _____ and _____

Ceremony will be performed in English

Date of Ceremony: _____

Location of Ceremony: _____

Time (this is the time the ceremony will start): _____

We will arrive 15 to 30 minutes prior to ceremony so be certain that the time you schedule is the actual time. *There will be an additional charge for ceremonies starting more than 20 minutes late of the contracted time.*

Rain Backup Location: For an outdoor wedding where inclement weather can prove disastrous a backup location is necessary. If different from above please include locale:

Number of Guests: _____

Name and Contact information of point person for the day of the ceremony: _____

Other phone numbers, etc: _____

Please list any other services (ie) photography, sand ceremony, unity candle etc) which you would like to have included. Also if there are special readings, poems, vows. Please list those as well.

Please be advised of the following: A deposit of \$_____ (half) of \$_____ is required to reserve a date and time. Please have your marriage license to the Officiant and the balance of the fee available, no later than 10 business days prior to ceremony. _____/_____ initials

TERMS:

Payment: If your date has been **confirmed** as available you may return a signed copy of this contract with your retainer electronically via www.ShaunaDenee.com, PayPal, via USPS or in person.

Fees/Cancellation: **NO PERSONAL CHECKS are accepted.** Deposit is nonrefundable. If the wedding is canceled up to *30 days* prior to the wedding date, any payment other than the deposit of half the services is refundable. Otherwise, all payments are nonrefundable. Also, *late starts* of more than 15 minutes will incur a \$25 charge per quarter hour, payable at time of services, beginning 20 minutes after scheduled/contractual starting time. However, if Shauna Denee Ministries cancels the wedding, the couple will receive a 100% refund on all payments, unless he can provide a suitable substitute minister to officiate the wedding. *The fair principle being that whoever cancels loses the deposit.* For cancellations within 14 days of the wedding date, there is no refund, and 100% of this contract will become due to Shauna Denee Ministries. (*Fee waived in event of actual emergency*) An emergency is defined as a catastrophic event or act of God. Lastly, Minister retains the right to edit the program with the person contracting for services; she will read aloud in public, in order to insure proper decorum and professionalism. _____/_____ initials

Termination Clause: Failure to pay balance due, unruly actions/disorderly conduct from a couple and/or guests is a breach of contract and may incur termination of services. In the event the Officiant has an emergency, every attempt to replace the assigned minister (at no additional cost) will be made.

Emergencies:

The couple fully understands and agrees that Shauna Denee Ministries shall not be responsible or held liable in the event that Shauna Denee Ministries is prohibited from performing the couples ceremony due to illness, hospitalization, auto accident, transportation breakdown/disruption, traffic difficulties, acts of God such as hurricanes or inclement weather or other unforeseen incapacitation or other cause of no arrival on the day of the ceremony. Shauna Denee Ministries will make every effort to provide for a substitute ordained Officiant who can perform a ceremony if time and resources permit. Shauna Denee Ministries will also try to accommodate the couple should they have to change their wedding date for the above reasons.

Appearance: Officiant will dress in the manner that suits the style of your ceremony, provided it allows them to present a dignified image in keeping with the character of the rite of matrimony.

Priest Collar Black Suit Navy Blue Suit Gray Suit Robe: Black/White Casual

(*Note: Casual wear would include: jeans, khaki pants, white dress shirt, sports coat, etc. Casual wear is suitable for simple informal ceremonies.)

Types of Ceremonies:

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The couple is required to pay half (½) of the agreed upon amount \$_____ at the time of booking, as a nonrefundable retainer for my services and to reserve your wedding date. The remaining balance can be paid at any time, and in any amount. A monthly invoice will be sent showing the last payment receive and the account balance remaining. The balance must be paid in full no later than 10 business days prior to your wedding date. Upon signature and receipt of deposit, Shauna Denee Ministries will reserve the time and date agreed upon, by signing the completed contract. Shauna Denee Ministries will maintain the original copy of this contract and the couple will receive a copy for their files. Should these rates create a hardship for the couple, please contact me. We can discuss a payment plan that would be more budget friendly. Once we have developed a rate that is suitable to meet your needs, the signed agreement will then updated.

Payment Terms:

Only credit card payments, PayPal, certified check, cash, or money order will be accepted. Please make all checks payable to Shauna James-Hooker. The couple understands that if their account is not paid in full prior to the wedding date, Shauna Denee Ministries will not attend or perform our wedding. _____ (please initial)

Refusal of Service:

Shauna Denee Ministries reserves the right to refuse any service that it is not comfortable performing.

Marriage License:

The couple understands they must provide a valid Virginia marriage license and shall provide such marriage license to Shauna Denee Ministries to review prior to the ceremony. Shauna Denee Ministries **cannot** and **will not** perform any ceremony without the valid marriage license.

Changes to this agreement:

This agreement is valid for the ceremony for the place, date, and time above, and any changes must be agreed to ahead of time by Shauna Denee Ministries.

Scheduled Time of Ceremony:

The wedding must start your ceremony within 15 minutes of the scheduled start time. We may have other weddings scheduled that day. If your wedding starts late and conflicts with our schedule to perform other ceremonies we may not be able to perform your wedding. Please refer to the emergencies, cancellations, or postponements if that situation should apply.

Cancellation / Refund Policy:

This contract locks Shauna Denee Ministries to the couple’s date and time of ceremony; thus, blocking Shauna Denee Ministries from booking another couple for the same date and time. For this purpose; if for any reason the couple decides not to use Shauna Denee Ministries the couple must inform Shauna Denee Ministries *in writing* prior to the date of ceremony to release the couple from the contract. In the event of cancellation, the couple understands that the one-half amount that was paid as a retainer is nonrefundable. _____ (please initial).

Postponement:

As situations occur it may be necessary for the couple to postpone their wedding for a later date. The couple must inform Shauna Denee Ministries *in writing* as soon as the postponement is realized. Shauna Denee Ministries will make every effort to book another date for the couple.

Wedding Date Change: If the wedding date is postponed or changed, the following rules will apply: If Shauna Denee Ministries has the new date available; it will simply change your date and re-reserve it under the new date for a \$50 “**date change fee**”.

Outdoor Ceremonies:

If the ceremony is scheduled as an outdoor event and weather conditions pose difficulty to have a ceremony Outdoors, it is the responsibility of the couple to find an alternative location for the ceremony.

Photographs:

Shauna Denee Ministries gives the couple permission to use its’ likeness in any photographs, videos or other recording media in any manner for any purpose they wish. The couple also gives permission to Shauna Denee Ministries to use their likeness in any photographs, videos, or other recording media in any manner for any purpose he wishes. This contract serves as release for any photographic likeness taken by Shauna Denee Ministries are to be used in print or electronically for promotional purposes only and guarantees they will not be intentionally exploited in any way.

Are there other agreements not stated above? Yes No

If yes, please state here: _____

Please mail your completed agreement along with the retainer to:

**Shauna Denee Ministries
P.O. Box 2723
Chesterfield, VA 23832**

Please do not send cash in the mail.

If you have any questions, comments, or concerns, please contact me. My phone number is 804-426-6169 or email info@shaunadenee.com

Officiant Contract Continued

This agreement and any attachments constitute the entire agreement between the parties and may not be modified except in writing signed by all parties. No other representation or promises have been made except those that are set out in this agreement. If any part of this agreement is adjudged to be invalid, illegal, or unenforceable, the remaining parts shall not be affected and shall remain in full force and effect.

I hereby affix my signature in agreement to the terms of this contract:

Signature of Bride: _____ Date: _____

Signature of Groom: _____ Date: _____

Date: _____

Signature of person contracting for Services (if different than bride and groom)

Print Name _____ Phone _____

Wedding Agreement Continued

I hereby affix my signature in agreement to the terms of this contract and have officially reserved the date and times specified above:

Signature: _____ Date: _____



Office Use Only / Account Payment History

Retainer Received On: _____ Amount Paid: _____

Payment/Date: _____ Balance Due: _____

Payment/Date: _____ Balance Due: _____