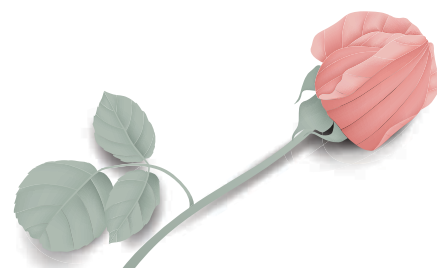


The Wedding Guide

FOR CORNERSTONE COUPLES



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Towards Your Big Day



Marriage Preparation Course

All couples getting married in CSCC must complete the Marriage Preparation Course **nine months before** the wedding date.

9 - 12 Months before Wedding Day



Marriage Registration Form (MRF) Submission

1. Obtain the MRF online at www.csc.org.sg/classes/marriage-preparation-course/ under the section 'Wedding Booking'.

2. The MRF must be submitted to family@csc.org.sg at least nine months before the wedding date.



Wedding Planning Meeting

We will meet with you to brief you on the wedding process.



Book Your Wedding Venues

Please book the respective venues (church or external venue) once we have confirmed the availability of the Solemnizing Pastor.

*Please take note that **CSCC Solemnizing Pastors** will not be available for weddings on Sundays, Public Holidays, CSCC event days and during Church service timings.*

***CSCC premises** will only be available on Saturday mornings, excluding Public Holidays and CSCC event days.*

2 - 3 Months before Wedding Day



Pre-Solemnization Interview

We will arrange an interview for you with one of FLM Coordinators.



Application for the Notice of Marriage with ROM

Register online at www.rom.gov.sg to apply* for the Notice of Marriage (NOM) at least 21 days before your wedding date.

**We will provide you with the Solemnizing Pastor's details and license number to file for the NOM.*

3 - 4 Weeks before Wedding Day



Pre-wedding Meeting with Pastor(s)

Kindly note that 1 or 2 pastors may be assigned to solemnise and share the word at your wedding.

FLM will arrange for you to meet with the Pastor(s). Please share your wedding program with the Pastor(s) and pass him/her your wedding invitation.



Set Wedding Rehearsal Date

Your wedding rehearsal date should be setup one week before your wedding.

1 Week before Wedding Day



Make Declarations & Print Ceremonial Certificate of Marriage

Kindly ensure that declarations have been made online or in-person at ROM.

Please print out the ceremonial certificate of marriage for solemnisation via the ROM portal.

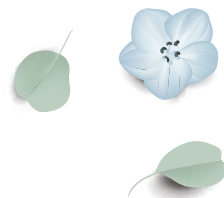


Attend Wedding Rehearsal

Save your wedding music, videos, photos and slides in a thumb drive and pass it to the Media Crew.



Wedding Planning Checklist



Before You Start Planning For Your Wedding Day

- ☐ **Ensure that you have completed Cornerstone's Marriage Preparation Course**
- ☐ **Pre-requisites to be married in Cornerstone Community Church:**
 - Couple have completed Cornerstone's Marriage Preparation Course **9 months before** your wedding date.
 - Couple is water baptized.
 - Couple is attending Cornerstone Community Church.
 - Couple is attending cell group regularly for at least 6 months.

12 Months before Wedding Day

Proposal and Announce Your Engagement

- ☐ She said 'Yes!'
- ☐ Share the good news with your family and friends!

9 Months before Wedding Day

Envision Your Wedding

- ☐ 1. Pray together as you plan for your wedding.
- ☐ 2. Determine your budget.
- ☐ 3. Arrange to have a meal with the groom and bride's parents to discuss the wedding reception and the number of guests they intend to invite.
- ☐ 4. Select a wedding date*, time and venue for Holy Matrimony and Reception/Dinner.
***Reminder: CSCC Solemnizing Pastors will not be available for weddings on Sundays, Public Holidays, Major events days, and Church service timings.**
CSCC premises will only be available on Saturday mornings excluding Public Holidays and CSCC event days.
- ☐ 5. Find a wedding coordinator.
- ☐ 6. Submit your Marriage Registration Form (MRF)* to family@csc.org.sg
***MRF must be submitted to FLM at least 9 months before the scheduled date.**
- ☐ 7. After the submission, FLM will advise you on the availability of CSCC premises and a Solemnizing Pastor.
- ☐ 8. To book CSCC premises, please submit the venue booking form to family@csc.org.sg and we will advise you on booking charges.
- ☐ 9. For booking of external venues, please proceed only once FLM confirms the availability of the Solemnizing Pastor.
- ☐ 10. Plan the guest list for the solemnization and reception/dinner.
- ☐ 11. Plan the theme and style of your wedding.
- ☐ 12. Plan for a pre-wedding photoshoot.
- ☐ 13. Shop for wedding rings.

6 Months before Wedding Day

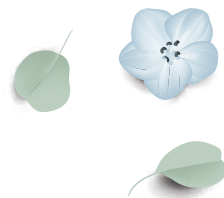
- ☐ 14. Select your bridal party.
- ☐ 15. Finalize your helper list. (Emcees, Ushers, etc.)
- ☐ 16. Select a bridal studio for your wedding outfits, hair and make-up, stylist, flowers.
- ☐ 17. Select your photographer & videographer.
- ☐ 18. Select your caterer*.
***Suggested amount of food to cater is 75-85% of your actual guest list.**
- ☐ 19. Arrange for your own musicians to help with praise & worship atfor the wedding.
- ☐ 20. Plan for your honeymoon.

4 Months before Wedding Day

- ☐ 21. Pre-wedding photoshoot.
- ☐ 22. Prepare invitation cards.
- ☐ 23. Confirm your wedding favors.
- ☐ 24. Prepare video montage, photos, and slides to be screened at your wedding.
- ☐ 25. Finalize wedding hall & car decorations.
- ☐ 26. Finalize wedding ceremony flowers. (Bouquets & Corsages)
- ☐ 27. Finalize reception table decoration. (Wedding Album, Guest Book, and Ang Pao Box)
- ☐ 28. Finalize solemnization table decoration.
- ☐ 29. Select music for your wedding ceremony. (March-in, March-out songs & Background music)



Wedding Planning Checklist



2

Months

before Wedding Day

- ☐ 30. Attend pre-solemnization interview with FLM Coordinator.
- ☐ 31. Register* with ROM.
**FLM will provide you with your Solemnizing Pastor's license and guide you on the ROM E-filing after the pre-solemnisation interview.*
- ☐ 32. Finalize the solemnization Order of Service with FLM.
- ☐ 33. Finalize reception/dinner menu.
- ☐ 34. Finalize guest list.
- ☐ 35. Prepare seating arrangements for guests.
- ☐ 36. Prepare actual day program and itinerary.
- ☐ 37. Draft your 'Thank you' speeches.
- ☐ 38. Ensure all bookings of venues and equipment have been confirmed.

1

Week

before Wedding Day

- ☐ 44. Kindly ensure that declarations have been made online or in-person at ROM and print out the ceremonial certificate of marriage for solemnisation via the ROM portal.
- ☐ 45. Attend wedding rehearsal*
**Save your wedding music, videos, photos and slides in a thumb drive and pass it to the Media Crew.*
- ☐ 46. People* to be present at the wedding rehearsal.
**Groom, Bride, Wedding Coordinator, Bridal Party, Parents, Flower girl, Page Boy, Soundman & Musicians. Kindly take note that the Solemnizing Pastor will not be present at the rehearsal.*
- ☐ 47. Prepare love gift for helpers.
- ☐ 48. Prepare pens and holy communion (optional) at the solemnization table.
- ☐ 49. Print out Order and Service* and pass them to wedding coordinator and helpers.
**Include contact numbers of vendors and person-in-charge.*

1

Month

before Wedding Day

- ☐ 39. Pre-wedding Meeting with Pastor(s). (Arranged by FLM)
**Run through wedding program with Pastor(s). Please let Pastor know if you choose to write your own wedding vows.*
- ☐ 40. Set wedding rehearsal date.
- ☐ 41. Ensure that you have your wedding music, videos, photos and slides* ready.
**For slides, kindly follow the dimensions provided in the Media checklist.*
- ☐ 42. Send out your invitation cards.
- ☐ 43. Purchase gifts for Fiancé/Fiancée and In-laws.



The Wedding Day

- ☐ 50. Stay Calm & Have fun
Leave everything to your helpers and wedding coordinator
- ☐ 51. Remember to bring the wedding rings, gifts, marriage certificate and thank you speeches.



After The Wedding Day

- ☐ 52. Check if you have received your digital marriage certificate.
- ☐ 53. Send thank you notes to your helpers.

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Wedding Order of Service

Below is a sample of the wedding order of service that you can take reference from.

- 09:00** Welcome & Introduction
- 09:15** Entrance of Bride
- 09:20** Praise & Worship (2 - 3 Songs)
- 09:40** Exhortation by Pastor
- 09:55** Exchange of Wedding Vows & Rings
- 10:10** Signing of Ceremonial Marriage Certificate
- 10:20** Holy Communion (Optional)
- 10:25** Thank You Speech
- 10:40** Prayer of Blessing
- 10:50** Presentation of The Bride & Groom
- 10:55** Recessional
- 11:00** Photo Taking Session
- 11:30** Lunch Reception

Marriage Vows

Marriage Vows

I, _____, acknowledge you, _____, to be my wife/husband, to have and to hold from this day forward; for better, for worse, for richer, for poorer, in sickness and in health, to love, cherish, and honor, till death us do part, according to God's holy law, and this is my solemn vow.

Exchange of Rings

I give you this ring as a sign of our marriage. With my body I honour you, all that I am I give you, and all that I have I share with you, within the love of God, Father, Son and Holy Spirit.

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Helpers' List

Carefully select your friends to help you in the following roles

1. Solemnising Pastor

FLM will update you on the solemnising pastor 3 months before your wedding.

2. Wedding Coordinator

Your wedding coordinator must be a member of Cornerstone Community Church.

3. Wedding Entourage

4. Master of Ceremony (MC)

5. Chinese Interpreter

If you require a Chinese interpreter for your wedding solemnisation, please indicate clearly on the 'Marriage Registration Form.'

6. Worship Team

Get a song leader, singers & musicians. They will need to attend the wedding rehearsal.

7. Usher IC & Team

8. Technical Support (Sound & Lights)

The technical crew will be assigned to support with sounds & lights. They will be at the wedding rehearsal.

9. Area Cleaning IC and Team

10. Decoration IC & Team

11. Receptionist

12. Photographer & Videographer

13. Flower girls

14. Page-boy / Ring-bearer

15. Drivers

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Wedding Media Matters

Overview Of A Wedding Service

Order of Service	Description	Audio & Visuals
Pre-service	Guests arrive and are seated.	<ul style="list-style-type: none">• Wedding Playlist• Pre-wedding Video Loop (MP4) / Wedding Title Slide
Welcome	Emcee greets the guests, informs them that the wedding will start soon.	<ul style="list-style-type: none">• Wedding Playlist• Pre-wedding Video Loop (MP4) / Wedding Title Slide
March In	<ol style="list-style-type: none">1. Guests rise for the march in.2. Bride walks down the aisle with father.3. Couple is seated.	<ul style="list-style-type: none">• March-in Song
Praise & Worship	Praise and Worship set.	
Exhortation	Pastor gives a short sermon.	<ul style="list-style-type: none">• Side Banners
Ceremony	<ol style="list-style-type: none">1. Introduction2. Blessing of the Marriage3. Marriage Vows4. Ring exchange	<ul style="list-style-type: none">• Side Banners
Signing of Marriage Cert	<ol style="list-style-type: none">1. Couple signs the marriage cert at table.2. Parents to do so after.	<ul style="list-style-type: none">• Special Item (if any)• Wedding Playlist
Thank you Speech	Couple will each give their appreciation speeches.	<ul style="list-style-type: none">• Side Banners
Prayer	<ol style="list-style-type: none">1. Pastor closes in prayer and introduces the newly-weds.2. Couple walks to the exit in traditional recessional.	<ul style="list-style-type: none">• Side Banners
Recessional	Emcee to take over and welcome couple <u>back down</u> 700 px	<ul style="list-style-type: none">• Recessional Song• Side Banners
Photo-taking	Emcee to inform guests of the photo-taking order.	<ul style="list-style-type: none">• iTunes Playlist• Photo-taking Slides

Wedding Media Matters

Wedding Visuals

Please prepare the visuals according to dimensions below.

Wedding Slides

2560 x 768 pixels

Acceptable Formats:
JPG/PNG

Instructional/informational slides needs to have font size of at least 56pts for legibility.



Main Screen

Side Banners

700 x 768 pixels

Acceptable Formats:
JPG/PNG

Side banners needs to be exported together as a full screen slide (2560 x 768 px) as shown.



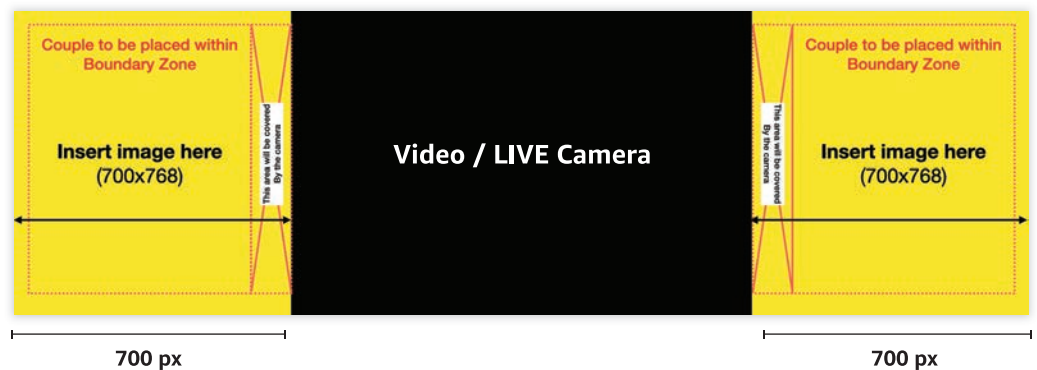
Main Screen

Video / LIVE Camera

1920 x 1080 pixels

Acceptable Formats:
MP4

Please provide us with MP4 for video montage.



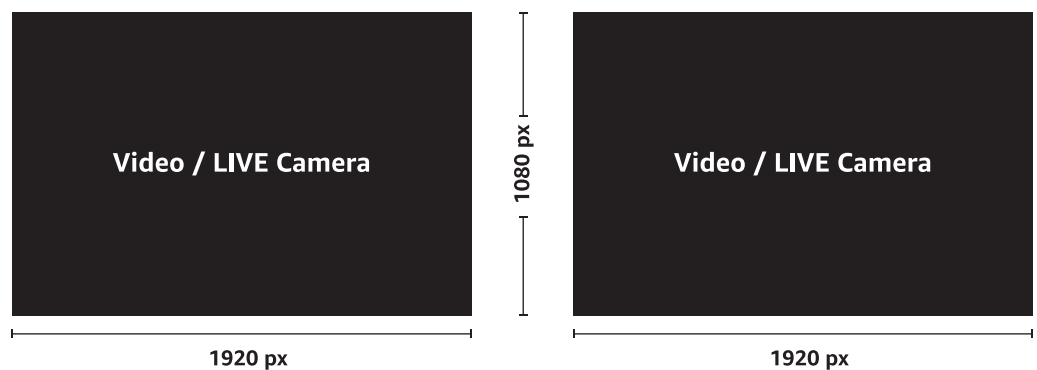
Side Screens

Video / LIVE Camera

1920 x 1080 pixels

Acceptable Formats:
MP4

Side screens will replicate the main screen's content, with the exception of worship sessions.



Wedding Media Checklist

All media items need to be **named appropriately** according to description, **saved in a thumbdrive** and **passed to the Media Crew**.

Name of Couple: _____

Date of Wedding: _____

Rehearsal Date: _____

Wedding Coordinator: _____ **Contact:** _____

Wedding Banners/Slides

- ☐ Wedding Title Slide 2560 x 768 px
- ☐ Side Banners 2560 x 768 px
- ☐ Photo-taking Slides 2560 x 768 px

Wedding Audio

- ☐ Pre-wedding spotify playlist/MP3 files
- ☐ March-in Song Title: _____
- ☐ Recessional Song Title: _____

Wedding Praise & Worship Set

- ☐ Song Titles: _____

Wedding Special Item (if any)

- ☐ _____

_____ 700 px

Wedding Videos

- ☐ Pre-wedding Photo Montage/ Video Loop 1920 x 1080 px
- ☐ _____

Wedding Media Items

- ☐ All media items need to be named appropriately according to description, saved in a thumbdrive/download link and passed to the Media Crew **one week before** your rehearsal day.

Remarks For Tech Crew (if any)

- ☐ _____

