

# **WEDDING BOOKLET**

**ST. THOMAS AQUINAS CATHOLIC CHURCH  
UNL NEWMAN CENTER**

*Revised 7.1.2026*

Dear Friends,

Congratulations! You have now reached the point in your wedding planning when you make all the choices for your wedding liturgy.

If you are like most couples, you have already invested more of your time and energy in the details of your wedding plans than you had ever thought would be the case. All this detail comes about because you want your wedding to be what it should be – a day whose memory you will treasure for the rest of your lives.

We priests share that desire with you. While we have no role in most of the plans you are making, we are highly interested in the spiritual dimension of your marriage and your wedding liturgy. We consider it to be the most important part of your wedding day, and trust that you are of similar mind.

Consequently, we wish to assist you in planning the liturgy of your wedding. The liturgy is the religious ritual within which you will vow yourselves to each other for life, with God and the Church as your witnesses. It is essential that your wedding liturgy reflect your belief that God is the Third Partner in your marriage. This belief must be manifested in the liturgical ceremony you plan and the music you select for your wedding. The presence of God must be evident in both.

In order to assist you in making good choices, we present you the following wedding policies, which are in effect in St. Thomas Aquinas Parish. Our parish staff is available to help answer any questions you may have about these policies!

May the Holy Spirit enlighten you in your choices, and may Jesus, Mary and Joseph be your models in your married life.

God bless you,

Father Ryan Kaup  
Father Augustine Reimers

### **Setting the Date/Time**

Weddings are scheduled on Fridays at 3:00 PM and Saturdays at 1:00 PM & 4:00 PM. Complete the [Wedding Inquiry Form](#) on our website **after** you are engaged, a minimum of 6 months (1 year preferred) before your desired wedding date.

*Weddings during Advent and particularly, Lent, are discouraged because of the penitential character of these seasons.*

### **Marriage Preparation Will Consist of:**

- 1.) Witness to Love- The majority of marriage prep at the Newman Center is the Witness to Love program through which a couple will be connected to a mentor couple who will go through discussions on fundamental building blocks of marriage.
- 2.) Attending an Engaged Encounter Retreat at Our Lady of Good Counsel Retreat House (in Waverly, Friday night through Sunday). Dates and registration can be found: <http://www.lincolndiocese.org/evangelization/retreats/engaged-encounter-weekends>
- 3.) Taking the FOCCUS (Facilitating Open Couple Communication, Understanding and Study) marriage preparation instrument and reviewing the results of this instrument with a couple from St. Thomas Aquinas. This instrument is now optional at the discretion of the priest.
- 4.) Attend a Natural Family Planning Introductory Session. NFP class, dates and registration can be found at: <http://www.lincolndiocese.org/nfp>
- 5.) Meeting privately with the priest to review fundamental Catholic teachings and complete the Pre- Nuptial Questionnaire.

**Documents:** Baptismal certificate (no older than six months). This can be obtained from the church where the baptism occurred. In the case of an interfaith marriage, the non-Catholic person should also provide documentation of his/her baptism. If the bride or groom has obtained an annulment of a previous marriage, a copy of the Declaration of Freedom to Marry must be given to the priest at the first preparation meeting. The priest must complete pre-nuptial forms and dispensation forms (if any) during this time. Your marriage license must be given to the priest or wedding coordinator at your rehearsal.

Dear Newman Center Wedding Couples,

Thank you for your time and attention while completing this packet! Our goal is to provide you with a stress-free, beautiful wedding day. We are excited to work with you! We may reach out to you from time to time during the preparation process, so please keep an eye out for messages from us and respond in a timely manner - we will do the same! Don't hesitate to reach out if you have questions, especially as you review the policies and begin filling out your packet.

Know of our prayers for you as your wedding day gets closer,

- Marcus Schneider and Allison Crouch

Wedding Coordinator

Marcus Schneider

Email: [weddings@huskercatholic.com](mailto:weddings@huskercatholic.com)

Phone: 402-474-7914 ext. 135

Assistant Wedding Coordinator

Allison Crouch

Email: [weddings@huskercatholic.com](mailto:weddings@huskercatholic.com)

Phone: 402-474-7914 ext. 135

If sending checks or forms by mail, please address the envelope:

UNL Newman Center

Attn: Wedding Coordinator

320 N. 16th Street

Lincoln, NE 68508

## ***St. Thomas Aquinas Church Wedding Policies***

**The Diocesan Marriage Policy:** Shall be adhered to strictly in its totality, including the procedures and timetables involved in the assessment and marriage preparation processes. The diocesan policy can be reviewed at: <https://www.lincolndiocese.org/marriage-family/marriage-preparation-steps>

**Interfaith Wedding:** “Marriage between a Catholic and a baptized non-Catholic shall take place in the church. Such a marriage may be celebrated in the context of Mass, but serious consideration should be given to a marriage ceremony without Mass.” (1996 Synod of the Diocese of Lincoln, Art.5.102)

**Celebrant:** Normally the priest of the parish who assists the couple in their preparation will be the celebrant at their wedding. If a priest outside St. Thomas Aquinas Parish supervises the preparation, he may be granted permission to preside at the wedding, provided he agrees to adhere to St. Thomas Aquinas Parish Wedding Policies. If either the bride or the groom has a priest in the family, he may be granted permission to preside at the ceremony, if requested. He need not necessarily have been in the marriage preparation process. All priests from outside the Diocese of Lincoln must provide a Letter of Good Standing to celebrate or concelebrate the wedding Mass. Special arrangements must be made with Father Kaup.

**While in the House of God:** Please remember that you are preparing to receive the sacrament of Holy Matrimony. The church is not a theater and the utmost respect of the church, and its guidelines should be followed. There is NO alcohol allowed in the church at any time or in the building the day of the wedding.

**Rehearsal Dinner:** Rosary Hall is available to rent for \$200.00. Our catering kitchen is also available. Couples/families will be able to use the refrigerators to store food/drinks, and ovens to keep food warm, but are not allowed to prepare the food for the dinner from scratch on-site. Alcohol is allowed, but it must be consumed in moderation. If interested, please complete an [Event Request](#), or contact the Wedding Coordinator. Additional paperwork is required.

**Wedding Rehearsal:** Rehearsals will take place the evening before the wedding. For Friday weddings, rehearsal is on Thursday at 6:00 PM. For Saturday weddings, the rehearsals will be on Friday – for the 1:00 PM wedding, the rehearsal is at 6:00 PM and for the 4:00 PM wedding the rehearsal is at 6:30 PM. These times are observed without exception, and rehearsals should begin on time. Decorum of the participants shall be suited to the House of God.

In addition to all members of the wedding party, we ask that all ministers (ushers, readers, servers, acolytes, offertory, etc.) attend the rehearsal to review responsibilities.

**The Sacrament of Penance:** Will be made available immediately after the rehearsal in the church reconciliation rooms upon request.

**Music:** No recorded/CD/iPod music is allowed. All musical selections shall be made in accordance with the guidelines contained in the publications of the Diocesan Wedding Music Commission. Family members and friends are allowed to play/sing for the wedding ceremony, and the Wedding Coordinator has a list of musicians that are available for hire upon request. Only music that reflects the sacred and spiritual aspect of the marriage will be allowed in the church. All music in the parish hymnal and missalette is acceptable. Other musical instruments may be utilized in the ceremony, provided that the music guidelines are observed. Romantic songs and popular melodies belong more properly at the rehearsal dinner or reception. Only under special circumstances and with advanced request/notice will Father Kaup entertain religious or classical pieces that are not in the parish hymnal and/or missalette. The musicians helping you with the wedding shall determine their fees. The musicians should be paid no later than the night of the rehearsal.

**Choir Loft Microphones:** The general rule is that you want the microphones about a foot from your mouth and pointed roughly at your forehead. The ideal is to have the voices come through the speakers in the church to avoid the delay that happens without them, but not to come so loud through the speakers that you lose the beautiful reverberation in the church. The same is true with the piano. Without a mic, the timing is really thrown off as you get to the front of the church.

**Photography & Videography:** Photos and video may be taken of the wedding, as long as the ceremony is not interrupted, distracted, or delayed. No flash photography during the ceremony. Photographers and videographers will need to meet with the Wedding Coordinator the day of the wedding to discuss expectations.

Posed pictures may be taken before the ceremony. Photos taken prior to the wedding must be completed 30 minutes before the ceremony begins. Photos after 1:00 PM weddings will be limited to one photo with the priest(s) if desired, and one group photo if the couple chose not to see each other prior to the wedding, and they must be completed by 2:30 PM to ensure the church is cleared for the second wedding. Decorum of the participants during all photo sessions shall be suited to the House of God.

Videotaping is to be done either from the rear of the church, the choir loft, or from the far sides of the sanctuary, as designated by the Wedding Coordinator. "Tracking" down the aisle is only allowed as the couple exits the Church. Audio recording is allowed with the use of an SD card through the church sound system. Videographers must provide their own SD card.

**Arrival Time:** It is expected that the wedding party and family included in the procession will arrive no later than 1 hour before the ceremony. Weddings will start promptly at their scheduled time.

**Emergency Kit:** The following items would be appropriate: thread, needles, safety pins, buttons, steamer, lint roller, scissors, nail file, nail polish, hair spray, bobby pins, comb, mirror, breath mints, cough drops, pain medicine, bandages, antacid, a small first-aid kit, pen/pencil, plain envelopes/thank you cards, all-purpose glue, or transparent tape. Families may also wish to bring bottled water and paper plates, napkins, utensils, etc., for any meals eaten on-site the day of the wedding. The Newman Center does not keep a supply of these items.

**Flowers to Mary Devotion:** Since this custom is not a part of the official rite of marriage, if it is desired, it will occur after Communion. In the case there is not a Mass, the presentation of flowers will take place after the vows. Flowers must be brought in a vase, even if only a single flower.

**Bridal Suite:** The bride and her attendants may dress in the bridal suite. Please plan to have hair and makeup done at a salon or other location. Hair and makeup touchups are allowed in the bridal suite; however, airbrush makeup is not allowed. All personal items must be removed from the bridal suite 20 minutes before the wedding ceremony starts. Items may be placed on a cart and brought to the lobby for storage during the ceremony or taken to vehicles. If items are stored in the lobby, they must be picked up immediately after the wedding. The Church and/or the Wedding Coordinator are NOT responsible for lost or stolen items. *There is no alcohol allowed in the bridal suite.*

**Groom's Room:** The groom and groomsmen may dress in the room assigned by the Wedding Coordinator on the main level of the building. All personal items must be removed from the groom's room 20 minutes before the wedding ceremony starts. Items may be placed on a cart and brought to the lobby for storage during the ceremony or taken to vehicles. If items are stored in the lobby, they must be picked up immediately after the wedding. The Church and/or the Wedding Coordinator are NOT responsible for lost or stolen items. *There is no alcohol allowed in the groom's room.*

**Attendants:** To maintain proper focus during the wedding, no more than *eight* bridesmaids and *eight* groomsmen are permitted for each wedding. These eight attendants include the maid/matron of honor and best man and junior attendants. All bridesmaids will be seated on the left side of the aisle, and all groomsmen will be seated on the right side of the aisle.

**The Official Witnesses:** i.e., the best man and the maid/matron of honor shall return to the priest's sacristy after the ceremony to sign the official documents. This is the only place where the marriage certificate may be signed.

**Flower Girl(s)/Ring Bearer(s):** Should be at least four years old. No wagons/strollers allowed down the aisle. Pets are not allowed. No flower petals may be dropped in the aisle.

**Offertory Gifts:** Family or Friends may be designated to bring the Offertory Gifts to the altar. They do not need to be Catholic.

**Servers:** The Newman Center does not provide servers but encourages family or friends to serve if possible. Please note: If the altar servers are younger than college-age, they will need to provide vestments for the wedding day from their home parishes. If you would like incense for your wedding Mass, at least 4 servers are required.

**Candle Lighters:** Only the altar servers or the Wedding Coordinator shall light the candles before the ceremony.

**Personal Attendants:** Should help ensure the bridal suite and groom's room are cleaned out of all belongings. Before the bride walks down the aisle, they should fluff the dress and veil as needed.

**Ushers/ Host Couples:** Should be in place in the back of the Church or at the entry table directing guests 30 minutes before the ceremony. They should check the pews for leftover programs after the wedding.

**Reader:** It is preferred that trained Lectors read the readings. However, if a friend or relative is desired for this role, they must be a Catholic who has had experience with reading in their parish. Readers must be appropriately dressed when proclaiming God's Word.

**Wedding Readings:** Friday and 1:00 PM wedding readings can be found at [foryourmarraige.org](http://foryourmarraige.org) (which are from the official Rite of Marriage). The 4:00 PM wedding Mass readings will be the Sunday readings for the next day, but one reading may be substituted using a reading from the website. *Substitutions must be approved by the priest performing your wedding.*

**The Dress:** The bride, groom, and all attendants must be properly and modestly attired. The bride and her attendants should not wear anything that is low cut in the front or in the back or is immodestly short. Common sense is a good guide when it comes to wedding attire. On the one hand, you want your outward appearance to be a sign of your inner dignity and the beauty of the love you share as a couple. On the other hand, you want to avoid dressing in a way that distracts from the liturgy and maintain proper decorum in the House of the Lord. Wedding dresses should be modest. **A photo of the wedding dress must be submitted to the wedding coordinator for approval.** Please submit a photo in your dress to [newmanweddings@gmail.com](mailto:newmanweddings@gmail.com) after you purchase it.

**Entry Table:** A table is provided for a guest book, photos of lost loved ones, and/or programs. If you desire to have a candle on the table as part of the decoration, it **MUST** be battery powered. Please provide your own pens/markers for your guest book.

**Decorations/ Flowers/ Aisle Runners:** Decorations may be placed on the entry table only. Flower arrangements may **NOT** be placed on the altar or in front of the altar on the ground. Flower arrangements may be placed on pedestals in the back of the church or in the entryway near the guest table. Pew bows may be used but must be removed immediately after the ceremony. Transparent tape or other adhesive is never to be used to affix pew bows. Please designate someone to pick up the pew bows following the ceremony. Aisle runners are not allowed. No flowers or candles are allowed in the aisle.

**Manner of Entrance:** The wedding celebration begins with the entrance of the couple and their attendants. You may choose from two forms of processions: the Liturgical Procession and the Simple Procession. The wedding party will assemble in the lobby prior to entering the Chapel with the bridesmaids on the left and the groomsmen on the right of the aisle.

**Liturgical Procession:** After seating the parents and grandparents, the groom walks down the aisle one final time with the ministers (cross bearers, servers, etc.) and the priest. The wedding party follows, then the bride and her father or other special person. The groom receives her before the altar.

**Simple Procession:** In this procession, the groom remains at the first pew after seating of the mother of the bride. The priest and other ministers enter from the sacristy. The wedding party follows, then the bride and her father or other special person. The groom receives her before the altar.

**Dismissal of Congregation:** The ushers will dismiss the congregation, row by row; this includes the parents and grandparents. The bride and groom may not usher out their guests. If the bride and groom choose to greet their guests immediately after the wedding ceremony (a receiving line), this shall be done in the narthex of the church, or, weather permitting, outdoors.

**Grand Exit/Send Off:** If you are going to do a grand exit, only bubbles, ribbons, or bells are permitted. Personal attendants or host couples may help pass out these items. The use of rice, confetti, birdseed, birds, flower petals, balloons, etc., is not allowed anywhere in the Church or on the Church grounds.

**Parking:** The Newman Center does not arrange parking for weddings or have knowledge of reservation fees beyond what is listed below. Couples are responsible for making all reservations, as desired, and communicating information to their guests.

1.) University of Nebraska – for Andersen Lot the rental fee is determined by the number of cars/stalls. Parking attendants are also available. The lot holds approximately 100 cars. Contact Parking Special Events at 402-472-8436.

2.) 17th & “R” Parking Garage— Credit/Debit card required. The rate is \$1 per hour, up to a maximum of 5 hours.

3.) 14th & “Q” Parking Garage— Credit/Debit card required. The first hour is free and then \$1 per hour. The maximum is 9 hours in a 24-hour period.

4.) The University Lutheran Chapel is located at 535 North 16th Street. *MUST CONTACT THE CHURCH FOR RENTAL OF THIS LOT.*

**Wedding Coordinator and Church Fees:** The total cost for weddings at the Newman Center is \$750 and is non-negotiable. This includes a donation to the church and the wedding coordinator fee. Due to the high demand for weddings at the Newman Center, a \$100 non-refundable deposit is required to hold your wedding date once it has been scheduled. The remaining \$650 is due 30 days prior to the ceremony. All \$750 can be paid up front, if desired, once the wedding has been officially scheduled by our priests. Checks can be made payable to the UNL Newman Center. For online payment information, please contact the Wedding Coordinator.

**Priest stipend:** A stipend of \$100 or more for the priest is also recommended. The stipend should be made out to the priest directly on a separate check. This can be sent with other payments in the same envelope.

## ST. THOMAS AQUINAS CATHOLIC CHURCH WEDDING TIMES AND GENERAL INFORMATION

FRIDAY - 3:00 PM Wedding

Receiving Line: None (Due to the 5:30 PM Parish Mass.)

Brides Room: Available 11:00 AM

Wedding Pictures: start 1:30 PM, end by 2:30 PM

Due to our 5:30 PM Parish Mass, there can be no pictures after the ceremony.

SATURDAY – 1:00 PM Wedding

Receiving Line: None (Due to the 4:00 PM Wedding)

Bride's Room: Available 10:30 AM

Wedding Pictures: 10:30 AM, end by 12:30 PM

Due to the 4:00 P.M. wedding, there can be no pictures after the ceremony.

SATURDAY - 4:00 PM Wedding

Receiving Line: Available if desired

Bride's Room: Available 2:30 PM

Wedding Pictures: 2:30 PM, end by 3:30 PM, or taken after the ceremony.

### **General Church Information:**

Sanctuary: Seats 500

Pews: 26 rows of pews on either side of the center aisle.

The center aisle is 100 feet long.

Lower level of the church is handicap accessible by an elevator located on the first floor by the Mary Chapel.

There is *absolutely* no alcohol allowed in the building on the day of the ceremony.

Due to the sacredness and beauty of our St. Thomas Aquinas Catholic Church, we receive a high volume of wedding requests. To accommodate as many couples as possible, we do not make exceptions to the requirements outlined above.

*We look forward to working with you!*

Every wedding at the UNL Newman Center | St. Thomas Aquinas Church has a required wedding coordinator who will do the following:

### Before the Wedding

- Meet with the couple to review wedding policy, answer questions, and talk through the ceremony. (Typically, 2 months before the wedding).
- Advise regarding music and provide a list of St. Thomas Aquinas musicians, if necessary.
- Show dressing areas.
- Communicate regarding payment and form submission.
  - The completed wedding packet (including the music planner and petitions) and the final payment are due 30 days before the wedding.

### At the Rehearsal

- Set up the kneeler, couple's chairs, and entry table.
- Open the office to store desired items (guest book, programs, etc.).
- Assist the priest with the rehearsal.
- Instruct readers, ushers, personal attendants, and host couples of their responsibilities (can also be done the next day).
- Coordinate seating with parents, grandparents, and other special guests.
- Answer any questions.

### At the Wedding

- Open dressing rooms & show attendants to dressing rooms.
- Set out the guest book, programs, etc.
- Make sure flowers are approximately placed.
- Brief photographer/videographer on placement of cameras, etc.
- Distribute payment (If requested to musicians, altar servers, etc.).
- Oversee seating of guests.
- Facilitate starting on time.
- Prepare the church for the grand exit and/or receiving line, if needed.
- Remind ushers to escort parents, grandparents and others out row by row.
- Take designated attendants to sign the marriage license.

## Reminders & Suggestions:

- Tell your wedding party, friends, and family members to arrive 15 minutes earlier than necessary for the rehearsal and ceremony to ensure everyone is on time.
- Share parking information with your wedding party and guests.
- Once you have determined your wedding readings and petitions, send them to your readers early to practice.
- Invite anyone with a role in the wedding ceremony to your rehearsal.
- Ask your wedding party to try on dresses, suits, shoes, etc., before the day of the wedding.
- Ensure all items have been ironed/steamed prior to the wedding day.
- Ask ushers, personal attendants, or host couples to help ensure gifts, belongings, etc., are taken to cars after the wedding.

## Wedding Rehearsal Checklist:

- Marriage License (to be given to the priest or wedding coordinator).
- Payment for musicians, servers, and priest (can be given to the wedding coordinator to distribute).
- Programs, guest book, pens, tablecloth, and any other items for the entry table.
- Items for grand exit (if applicable).

## Wedding Fees Checklist:

- Non-refundable deposit: \$100 (due when the wedding is scheduled).
- Final Payment: \$650 (due 30 days prior to the wedding date).
- Rehearsal Dinner: \$200 (if hosting it at the Newman Center).
- Priest Stipend: \$100 or more.
- Altar Servers: \$20 each suggested.
- Musicians: Check with them for their individual rates.

## Bride and Groom Information

*Please fill out and return to the wedding coordinator no later than 30 days before the ceremony.*

Bride name: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

Groom name: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

Our new mailing address after the wedding:

\_\_\_\_\_

Date of wedding: \_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_\_\_ Mass    \_\_\_\_\_ No Mass

Date of rehearsal: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Priest officiating: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

Will any other priests be concelebrating the wedding? \_\_\_\_\_ Yes    \_\_\_\_\_ No

If yes, who?: \_\_\_\_\_

**Any priest not from the Diocese of Lincoln is required to submit a letter of good standing.**

## Guests

Approximate number of guests for the ceremony \_\_\_\_\_

Approximate number of Catholic guests for Communion \_\_\_\_\_

Acolyte(s): \_\_\_\_\_

Server(s): \_\_\_\_\_

Please note: If the altar servers are younger than college-age, they need to provide cassocks and surplices for the wedding day from their home parishes. If you would like incense for your wedding Mass, at least 4 servers are required.

**Reserved Seating:**

First row is reserved for the bridal party on both sides.

Second row is reserved for parents and grandparents.

Third row is reserved for photographers and videographers.

**Parents and Grandparents**

Married couples will be ushered in together. Pre-seating is available if needed or desired.

Groom’s Grandparents:

\_\_\_\_\_ Ushered in by: \_\_\_\_\_

\_\_\_\_\_ Ushered in by: \_\_\_\_\_

\_\_\_\_\_ Ushered in by: \_\_\_\_\_

\_\_\_\_\_ Ushered in by: \_\_\_\_\_

Bride’s Grandparents:

\_\_\_\_\_ Ushered in by: \_\_\_\_\_

\_\_\_\_\_ Ushered in by: \_\_\_\_\_

\_\_\_\_\_ Ushered in by: \_\_\_\_\_

\_\_\_\_\_ Ushered in by: \_\_\_\_\_

Grooms Parents:

\_\_\_\_\_ Ushered in by: \_\_\_\_\_

\_\_\_\_\_ Ushered in by: \_\_\_\_\_

Mother of the Bride:

\_\_\_\_\_ Ushered in by: \_\_\_\_\_

The Bride will be ushered in by: \_\_\_\_\_

# The Wedding Party

Reminder-Only 8 total attendants are allowed.

Matron/

Maid of Honor: \_\_\_\_\_ Best Man: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_ Groomsmen: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_ Groomsmen: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_ Groomsmen: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_ Groomsmen: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_ Groomsmen: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_ Groomsmen: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_ Groomsmen: \_\_\_\_\_

**Flower Girls and Ring Bearers must be at least 4 years old.**

**No flower petals may be dropped by the flower girls.**

Flower Girl(s) & age(s): \_\_\_\_\_

Ring Bearer(s) & age(s): \_\_\_\_\_

Usher(s): \_\_\_\_\_

Personal Attendant(s): \_\_\_\_\_

Host Couple(s): \_\_\_\_\_

## The Ceremony

**Manner of Entrance:** \_\_\_\_\_ Simple Procession or \_\_\_\_\_ Liturgical Procession

*For explanation of procession choices, go to pg. 10.*

***If your wedding ceremony is at 4 PM, see pg. 9 for reading requirements.***

First Reading from the Old Testament: \_\_\_\_\_  
read by \_\_\_\_\_.

Responsorial psalm: \_\_\_\_\_  
\_\_\_\_\_ read or \_\_\_\_\_ sung. If read, by \_\_\_\_\_.

Second Reading from the New Testament: \_\_\_\_\_  
read by \_\_\_\_\_.

Gospel:  
\_\_\_\_\_

*If the couple would like the priest to write the petitions – he will also read them. If the couple writes the petitions they can choose who will read them.*

Who will write the petitions? \_\_\_\_\_ Couple \_\_\_\_\_ Priest

Who will read the petitions? \_\_\_\_\_

Will you have someone bring up the offertory gifts? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, who?: \_\_\_\_\_

Flowers to Mary \_\_\_\_\_ Yes \_\_\_\_\_ No

**Flowers must be in a vase.**

Receiving line? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Only available after 4 PM weddings.**

Grand exit? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, items for the grand exit: \_\_\_\_\_

## Additional Details

### Photography

Photographer name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Photographer will arrive at the church at what time: \_\_\_\_\_

Will you see each other before the ceremony? \_\_\_\_ Yes \_\_\_\_ No

Do you want private time in the chapel before photographs? \_\_\_\_ Yes \_\_\_\_ No

Wedding party and family photos will begin at: \_\_\_\_\_

Do you plan on photos after the ceremony? \_\_\_\_ Yes \_\_\_\_ No

### Videography

Videographer name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Videographer will arrive at the church at what time: \_\_\_\_\_

### Flowers

Florist name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Flowers will arrive at the church at what time: \_\_\_\_\_

### Bride and Groom Day of Arrival at the Church

The bride and bridesmaids will arrive at church at: \_\_\_\_\_

The groom and groomsmen will arrive at church at: \_\_\_\_\_

**Entry Table**

Will you have a guest book \_\_\_\_\_ Yes \_\_\_\_\_ No

Who will attend the guest book? \_\_\_\_\_

What other items will be on the table: \_\_\_\_\_

\_\_\_\_\_

Will you have programs? \_\_\_\_\_ Yes \_\_\_\_\_ No

Who will attend the programs? \_\_\_\_\_

**These people will also be responsible for ensuring extra programs are removed from pews after the wedding.**

Will you need an additional table to display photos or candles for a remembrance of deceased parents or grandparents? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Only battery powered candles are allowed.**

**Bride and Groom Rooms**

A cart will be provided for both rooms. All items must be *removed from the rooms before the ceremony starts*. These items will be stored in the lobby during the ceremony.

Who will take these items to the car after the ceremony?

\_\_\_\_\_

Who will be responsible for taking wedding gifts from the church?

\_\_\_\_\_

Who will be responsible for taking guest book, other table items, and flowers from the church?

\_\_\_\_\_

**Guest Parking**

What (if any) parking arrangements have you made for your guests?

\_\_\_\_\_

What kind of transportation will you take when you leave the church?

\_\_\_\_\_

If you are using a limo service or rental company, please provide the company name and phone number.

Transportation Company: \_\_\_\_\_

Phone number: \_\_\_\_\_

**Reception**

Venue: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Have you read the policies that have been provided to you? \_\_\_\_\_ Yes \_\_\_\_\_ No

By signing below, you agree that you have read, understand, and agree to comply with all wedding policies and guidelines of the UNL Newman Center | St. Thomas Aquinas Church, including the timely payment of all required fees.

\_\_\_\_\_  
Signature of Bride

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Groom

\_\_\_\_\_  
Date

*The following pages are the Music Planners. Choose the one that applies to your wedding type– Mass or Ceremony Only, No Mass. Music Planners are due with your packet and final payment 30 days before your wedding.*

## ***Wedding Music Planner - Mass***

Musician Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Bride and Groom

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Date/ Time of Wedding

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Prelude \_\_\_\_\_

Seating of Parents and Grandparents, ends with Priest's entrance

How many sets of parents/grandparents? \_\_\_\_\_

Song \_\_\_\_\_

Wedding Party Processional, ends with flower girl and/or ring bearer

How many sets of attendants? \_\_\_\_\_

Flower girl and/or ring bearer? \_\_\_\_\_

Song \_\_\_\_\_

Bride's Processional

Song \_\_\_\_\_

The Gloria: Sung (if music is being sung at the ceremony)

Responsorial Psalm

Sung or Spoken? \_\_\_\_\_

The Gospel Acclamation: Celtic Alleluia (unless specified otherwise)

Offertory

Song \_\_\_\_\_

## The Liturgy of the Eucharist

Mass Parts (Holy, Holy, Holy; Lamb of God; Memorial Acclamation)  
Sung (if music is being sung at the ceremony)

The Our Father  
Sung or Spoken? \_\_\_\_\_

Communion  
Song \_\_\_\_\_

Flowers to Mary (Optional)  
Song: \_\_\_\_\_

Closing Prayer & Final Blessing

Recessional  
Song: \_\_\_\_\_

**After working with your musicians to gather this information, please make sure to email it to [newmanweddings@gmail.com](mailto:newmanweddings@gmail.com).**

## ***Wedding Music Planner – Ceremony only, no Mass***

Musician Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Bride and Groom

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Date/ Time of Wedding

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Prelude \_\_\_\_\_

Seating of Parents and Grandparents, ends with Priest's entrance

How many sets of parents/grandparents? \_\_\_\_\_

Song \_\_\_\_\_

Wedding Party Processional, ends with flower girl and/or ring bearer

How many sets of attendants? \_\_\_\_\_

Flower girl and/or ring bearer? \_\_\_\_\_

Song \_\_\_\_\_

Bride's Processional

Song \_\_\_\_\_

Opening Prayer

Responsorial Psalm

Sung or Spoken? \_\_\_\_\_

The Gospel Acclamation: Celtic Alleluia (unless specified otherwise)

Exchange of Vows

Exchange of Rings

Flowers to Mary (Optional)

Song: \_\_\_\_\_

Closing Prayer & Final Blessing

Recessional

Song: \_\_\_\_\_

**After working with your musicians to gather this information, please make sure to email it to [newmanweddings@gmail.com](mailto:newmanweddings@gmail.com).**