

Best Officiants
Marriage Ceremony Registration and Contract

Rev. Howard F. Travers, Jr., MTh., MDiv.

Home: (410) 548-9318

Mobile / Text: (443) 783-1730

Email: bestofficiants@yahoo.com

Website: <http://www.bestofficiants.com>

Facebook: <https://www.facebook.com/BestOfficiants>

(Please complete the entire form. You may copy and paste the form into an email, or save it to a file and email the attachment to: bestofficiants@yahoo.com. A 50% deposit is required prior to the wedding rehearsal / ceremony or can be paid in full. Payment instructions are included. Payment in full is expected at the time of the wedding ceremony.)

Ceremony Date / Time:

Month / Day / Year of Ceremony: _____

Ceremony Start Time: _____

(The "Ceremony Start Time" is considered the anticipated start time and not guest "arrival" or "invitation" time. Having the wrong time can cause significant negative consequences for you or another couple on the day of the event.)

Ceremony Location: _____

Groom Information:

Name: _____

Street Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Cell Phone / Text: _____

Other Telephones: _____

Email: _____

Date of Birth: _____

Bride Information:

Name: _____

Street Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Cell Phone / Text: _____

Other Telephones: _____

Email: _____

Date of Birth: _____

Rehearsal Details (if applicable):

Month / Day / Year of Rehearsal: _____

Time of Rehearsal: _____

Location of Rehearsal Dinner (if applicable): _____

Ceremony Details:

Wedding Style (formal / informal / casual): _____

Wedding Colors: _____

Inside / Outside: _____

Number In Bridal Party: _____

Approximate Number of Guests: _____

___ Microphone For Officiant

(\$75 - Includes battery powered wireless PA system, microphone, and stand. This compact, battery powered wireless sound system is a great option if your DJ or venue is not providing one.)

___ Boutonniere For Officiant (if applicable)

(The wedding officiant is a vital member of your wedding party with the most important and significant role in the wedding ceremony. The wedding officiant should be included in your wedding photos and should be appropriately dressed to match the wedding party, including a boutonniere.)

Special Elements of The Ceremony:

(Please place an "x" beside the option(s) of your choice. You will be expected to provide what is needed. Best Officiants does not provide the necessary supplies.)

___ Contemporary Wedding Vows (written by couple)

___ Traditional Wedding Vows

___ Child(ren) Inclusion

___ Coin Ceremony

___ Flower Pot Ceremony

___ Memorial Table

___ Prayer / Blessing

___ Ring Ceremony

___ Ring Ceremony (mothers included)

___ Rope Ceremony

___ Rose Ceremony

___ Sand Ceremony

___ Scripture Readings: _____

___ Unity Candle

___ Water Ceremony

Ceremony Address:

Site Name: _____

Site Street Address: _____

City: _____ State: _____ Zip Code: _____

Name of Individual in Charge: _____

Cell Phone / Text: _____

Other Telephones: _____

Email: _____

Reception Address: *(If different from wedding ceremony address)*

Site Name: _____

Site Street Address: _____

City: _____ State: _____ Zip Code: _____

Name of Individual in Charge: _____

Cell Phone / Text: _____

Other Telephones: _____

Email: _____

Event / Wedding Planner:

Event / Wedding Planner Name: _____

Cell Phone / Text: _____

Other Telephones: _____

Email: _____

Wedding Officiant Attire: *(Please place an "x" beside the option of your choice.)*☐ Black Robe ☐ White Robe☐ Black Suit / Shirt / Tie☐ Black Suit / Black Shirt / White Clergy Collar☐ Black Suit / White Shirt / White Clergy Collar☐ Casual Dress: _____☐ Other Preference: _____

Additional Information:

1. How did you both meet? _____

2. How long have you been engaged? _____

3. Are you both already legally married? _____
(If so, please provide details including the date and location of the wedding ceremony): _____

4. Were you reared in any particular faith or religion? If so, which?

5. Is the wedding officiant invited to attend your wedding reception?
(Though financially compensated, the wedding officiant is a member of your bridal party. Therefore, the wedding officiant and a guest should be offered to share in the same meal as your other wedding guests and should be seated at the parents' table. Your wedding planner may or may not inform you of this wedding etiquette.)
(Consult http://www.ehow.com/info_8725225_wedding-should-send-invitation-officiant.html)
(Consult <http://peopleof.oureverydaylife.com/wedding-etiquette-minister-2300.html>)

6. How did you hear about me? _____

7. Would you be willing to rate my services? _____
8. Do I have your permission to include pictures from your wedding on my website (www.bestofficiants.com) and on social media?

9. Is there anything else you wish for me to know about you or about your special day? _____

Ceremony Choices:

Wedding Ceremony Travel Rules and Fee:

A travel fee applies to all weddings. Travel expenses are based upon the current IRS rates (\$.53.5 per mile) from the Salisbury / Ocean City, Maryland resort area [whichever is closest to your wedding ceremony site.] Travel expenses may include flight and hotel accommodations if the ceremony site is (55) miles or more from the Salisbury / Ocean City, Maryland resort area. Please contact us for actual mileage fees applied.

Holidays:

An additional fee of \$100.00 is applied to any ceremony option for marriage ceremonies conducted on holidays [either the actual date or holiday weekends] including Valentine's Day, Easter, Memorial Day, Independence Day (July 4th), Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, or New Year's Day.

(Please select one of the options below by placing an "x" at the front of the ceremony package.)

___ 1. Basic / Traditional \$195.00

Includes:

- **Telephone / Email Consultation**
- **Personally Designed Marriage Ceremony**
(Includes the traditions and/or rituals you desire)
- **(1 ½) Hour Wedding Officiant Services**
(\$25 for each additional 20 minutes thereafter or portion thereof)
- **Copy of the Marriage Ceremony**
- **Marriage License Preparation**
- **Marriage License Filed With Court Authority**

___ 2. Most Popular Ceremony \$335.00

Includes:

- **Telephone / Email Consultation**
- **(1) In-Person Consultation** *(\$50 for each additional consultation)*
- **(1 ½) Hour Rehearsal Practice**
(A rehearsal is suggested if it is a very involved ceremony with many attendants and/or many ceremony options / rituals / additions added. \$25 for each additional 20 minutes thereafter or portion thereof.)
- **Rehearsal Dinner Prayer / Blessing**
(Historically, the wedding officiant does not remain for the meal unless invited.)
- **Personally Designed Marriage Ceremony**
(Includes the traditions and/or rituals you desire)
- **(1 ½) Hour Wedding Officiant Services**
(\$25 for each additional 20 minutes thereafter or portion thereof)
- **Copy of the Marriage Ceremony**
- **Marriage License Preparation**
- **Marriage License Filed With Court Authority**

3. **Premier Ceremony \$435.00**

Includes:

- **Unlimited Wedding Consultation and Planning**
(Includes up to and including 3 hours of pre-marital counseling as desired)
- **Personally Designed Marriage Ceremony**
(Includes the traditions and/or rituals you desire)
- **Rehearsal Practice**
(A rehearsal is suggested if it is a very involved ceremony with many attendants and/or many ceremony options / rituals / additions added.)
- **Rehearsal Dinner Prayer / Blessing**
(Historically, the wedding officiant does not remain for the meal unless invited.)
- **Wedding Officiant Services**
- **Reception Dinner Prayer / Blessing**
(Though financially compensated, the wedding officiant is a member of your bridal party. Therefore, the wedding officiant and a guest should be offered to share in the same meal as your other wedding guests. Your wedding planner may or may not inform you of this wedding etiquette.)
- **Copy of the Marriage Ceremony**
- **Marriage License Preparation**
- **Marriage License Filed With Court Authority**

CONTRACT TERMS and CONDITIONS:

A 50% deposit is required in order to secure / reserve your event. All fees inclusive of travel fees, accommodation costs, etc. must be paid in full at the time the service is rendered. Best Officiants reserves the right not to officiate any wedding ceremony in direct conflict with any of our terms.

Transaction Fees:

If a wedding couple uses a wedding officiant locator service, and or websites [including any convenience processing fees] to book Best Officiants as the wedding couple's officiant, the wedding couple is required to pay any/all transaction and or processing fees charged to Best Officiants.

Permits:

All license and or registration permits from any state / county / city or township required for permission of use of any government land, beach, etc. is the sole obligation of the wedding couple.

Marriage License:

It is the sole responsibility of the wedding couple to obtain all marriage license documents as required by the particular state / county / city or township in the state / county / city or township of wedding site origin. The wedding couple must present said license(s) to the wedding officiant at or before the wedding ceremony is conducted. It is illegal for Best Officiants to perform marriage ceremonies outside the licensed area and/or the sanctioned effective licensure date. The wedding couple agrees that failure to have a valid marriage license at the time of the event means that Best Officiants cannot legally perform the ceremony. In this event, the wedding officiant will perform a symbolic ceremony, which will have no legal merit. The wedding officiant will complete and sign the marriage license immediately before or immediately after the wedding ceremony. The wedding couple agrees to allow (30) minutes prior or (30) minutes after the ceremony for the successful completion of the marriage license by the wedding officiant. Some state marriage licenses require the identification and signature of (2) witnesses over the age of 18. These witnesses must be available to the wedding officiant immediately before or immediately after the wedding ceremony with some form of picture identification. The wedding officiant will return the completed marriage license by United States Postal Service First-Class mail or equivalent within two (2) business days to the county recorder of the county in which the license was issued. The wedding couple will not automatically receive a certified copy of their marriage license unless they request and pay for a certified copy from the County Clerk's Office. In the event the marriage license is not received by the County Clerk's Office, Best Officiants will cooperate with the wedding couple and the County Clerk's Office to resolve the issue. Cost for replacement license, if any, will be assumed by the wedding couple.

Ceremony Day Parking:

The wedding couple is to make arrangements with venue staff to reserve and pay for [where necessary] parking space for the wedding officiant.

Photo and Video Verbal Statements Release Authorization:

The wedding couple agrees that Best Officiants may use any images and stories from the wedding event for any means of promotion, including advertising and display on websites or blogs and social media platforms now known or later invented unless otherwise stated by the wedding couple. The wedding couple waives any right to payment, royalties or any other consideration for the use of the images or stories.

Ceremony Script:

The wedding officiant approves the mutually agreed upon final ceremony script. All requested edits, amendments, or changes to the wedding ceremony script are to be made in writing to Best Officiants. The final script version is to be completed [10] days prior to the wedding date. No changes to the wedding script will be made less than [10] days before the wedding.

Ceremony Time:

Wedding ceremonies are contracted to start and end on time with [15] minute variables. As there may be other wedding ceremonies scheduled, wedding ceremonies that begin later than [30] minutes after the contracted time, will be charged a late fee of \$25.00 for each [20] minutes thereafter or portion thereof. The bottom line is that a wedding ceremony **MUST** start on time as indicated and agreed upon in the Contract by both parties.

Impairment:

Best Officiants reserves the exclusive right to refuse to officiate or participate in any wedding ceremony in which any member of the immediate bridal party is deemed to be under the influence of a legal or illegal substance that alters conscious abilities to render legal judgments, decisions, and / or actions.

Injury / Loss By Guests:

Best Officiants assumes no responsibility for injury, damages or losses incurred by the wedding couple or event attendees. Best Officiants also assumes no responsibility for any food, beverage, floral arrangements, decorative items, either personal or professional, brought by anyone prior to, during, or after the wedding event. The wedding couple agrees to be responsible for all guests and attendees at the event and the acts of the guests and attendees. The wedding couple agrees to pay for any and all injury or damages arising out of the event, except to the extent of any negligence or misconduct by Best Officiants.

Additional Terms:

If the wedding event includes a sand ceremony, unity candle, flower ceremony and/or any other special feature, the wedding couple is responsible for furnishing all equipment needed to perform such feature(s).

Tipping:

Tipping of the wedding officiant is permitted, particularly if the officiant has delivered exceptional service.

Cancellation:

In the unlikely event that the wedding officiant is unable to perform the ceremony for unforeseen circumstances (i.e. hospitalization, automobile accident, and/or transportation breakdown, etc.), Best Officiants shall be allowed to make reasonable attempts to provide a replacement officiant at no additional cost to the wedding couple. In the event Best Officiants must cancel this contract, the wedding couple shall be refunded the full fees paid for the services.

Force Majeure:

At no time shall Best Officiants be responsible or liable for any failure or delay in the performance of its obligations hereunder arising out of or caused by, directly or indirectly, forces beyond its control, including, without limitation, accidents, acts of war or terrorism, civil or military disturbances, nuclear or natural catastrophes or acts of God, and interruptions, loss or malfunctions of utilities, communications or computer (software and hardware) services; it being understood that Best Officiants shall use reasonable efforts which are consistent with accepted practices in the wedding officiant industry to resume performance as soon as practicable under the circumstances.

Refunds:

A full refund may be granted **ONLY** if notification is given in writing, ninety [90] calendar days prior to the scheduled wedding ceremony. Despite third party payment, the written cancellation notice must come from the couple who signed the wedding contract. Failure to do so in writing forfeits **ANY** refund. A refund, when approved, returns monies paid, minus \$100 for administrative fees and as compensation for other potentially forfeited engagements due to the scheduled event.

Limitation of Liability:

The wedding couple agrees that to the fullest extent permitted by law, Best Officiants shall not be liable for any claims for emotional distress, mental anguish, consequential damages, lost profit, loss of enjoyment, lost revenues, replacement costs, compensatory damages and/or punitive damages, whether or not foreseeable and/or arising from any negligent act or omission on the part of any person. Best Officiants liability for any claim, breach or damage by reason of any act or omission shall be limited to repayment of sums paid by the wedding couple only.

Indemnity:

The wedding couple agrees to indemnify, defend and hold harmless Best Officiants and its employees, agents, independent contractors, officers, directors, members and/or managers for any injury, property damage, liability, claim or other cause of action arising out of and/or related to the actions of the wedding couple or the wedding couple's guests.

Governing Law:

The validity, construction and enforceability of this Contract shall be governed in all respects by the laws of the state in which the Contract is placed into effect.

Entire Agreement:

This Contract constitutes the entire agreement between the parties, and supersedes all prior agreements whether oral or written concerning the subject matter of this Contract.

We, the undersigned bride and groom hereby understand, agree, and accept to be bound by the terms and conditions of this contract executed between us and Best Officiants as it pertains to wedding officiant services. All actions governing this contract are the final and sole discretion of Best Officiants.

Date: _____

Printed Name of Groom: _____

Signature of Groom: _____

Printed Name of Bride: _____

Signature of Bride: _____

Address and mail payment to:

**Best Officiants
c/o Rev. Howard Travers
Post Office Box 2191
Salisbury, Maryland 21802
(443) 783-1730**