

# Carter's Creative Ceremonies

*Personalized ceremonies performed by Rev. Terri Carter*

301 W. Holly Oak Road, Wilmington, DE 19809  
terri@carterscreativeceremonies.com www.carterscreativeceremonies.com  
Tel: 302-793-2535 Cell: 302- 530-3569

## BOOKING INFORMATION

Wedding Date: \_\_\_\_\_

Wedding Time: \_\_\_\_\_

Wedding Location: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

First Middle Maiden

**BRIDE:** \_\_\_\_\_

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

Date of Birth: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Religion: \_\_\_\_\_

Email: \_\_\_\_\_

First Middle Last

**GROOM:** \_\_\_\_\_

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

Date of Birth: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Religion: \_\_\_\_\_

Email: \_\_\_\_\_

### Total # in Wedding Party (must list names and roles; include ages if children are involved):

NAME:

NAME:

NAME:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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### Ceremony Type (must check one):

Religious

Spiritual

Civil (Non-Religious)

Other (Please name or explain below)

\_\_\_\_\_

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## Ceremony Plan *(must check one):*

- |  |  |
|--|--|
| <input type="checkbox"/> Elopement/Basic Package: \$85 | <input type="checkbox"/> Do-It-Yourself/Semi-Custom Package: \$250 |
| <input type="checkbox"/> Vow Renewal: \$85+            | <input type="checkbox"/> Custom Package: \$300                     |
| <input type="checkbox"/> Standard Package: \$200       | <input type="checkbox"/> Extreme Customized Package: \$500         |

## Notes:

All customized ceremonies MUST have script finalized no later than 1 week prior to ceremony date.  
Special Request(s): *unity candle, rose ceremony, sand ceremony, etc.*

## Presentation of Bride and Groom *(how you want to be introduced at end of ceremony)*

Will one or more people be walking down the aisle with the bride and / or presenting the bride for marriage? If so, please list name and relationship:

Any special notes or considerations not yet mentioned? Please specify here:

## Rehearsal *(must check one):*

- Day-of-Ceremony 15-Minute Rehearsal: \$50
- 30-Minute Rehearsal: \$75

## No Rehearsal

Takes place 30-60 minutes beforehand on the day of the wedding.

Lasts no more than 30 minutes and takes place any day prior to the ceremony. Please keep in mind that if there are mileage charges for the ceremony, you will need to include those mileage charges if I need to make an additional trip for the rehearsal.

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Extended Rehearsal: \$100

If you've got members of your bridal party who are notoriously late or a particularly complex ceremony, you may want to book my services for an extended rehearsal of up to 1-1/2 hours.

## Notes:

All rehearsals will be kept to a strict time line. If the rehearsal goes beyond the allotted time, the fee is \$25 per 15 minutes.

<b>Rehearsal Information:</b>	
Date / Time: _____	Contact: _____
Address: _____	Phone: _____
City: _____ State: ____ Zip: _____	

## Additional Services:

Extra Hour of Time: \$75

Exclusive Booking Rights for Entire Day: \$200

Arrange for the Services of Other Providers: \$25 per Hour

Keepsake Copy of the Wedding Ceremony: \$5

Marriage Certificate Suitable for Framing: \$5

No Rehearsal

May include rehearsal.

Up to 8 hours total time, may include rehearsal.

## Referral Information: How did you hear about us?

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Referred by (please include full name and address)

## Other Referral Source

Internet

Television

## **PARTIES MUST SECURE AND PRESENT VALID LICENSE BEFORE CEREMONY IS PERFORMED**

Please PRINT then sign and mail the Booking Information and Ceremony Agreement and Confirmation in its entirety to the address listed at the top of the contract. Questions? Email terri@carterscreativeceremonies.com or phone 302-530-3569

**Congratulations on your engagement!**

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- Total Ceremony Fees: \$ \_\_\_\_\_
- Rehearsal Fees: \$ \_\_\_\_\_
- Miscellaneous Fees: \$ \_\_\_\_\_
- Discount (if applicable): \$ \_\_\_\_\_
- **TOTAL AMOUNT DUE:** \$ \_\_\_\_\_
- Required Deposit (amount and when due): \$ \_\_\_\_\_
- Balance Due: (2 weeks prior to ceremony unless otherwise specified)

**Checks should be made payable to "Terri Carter"**

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## Wedding Ceremony Agreement and Confirmation

This Agreement, made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between Terri Carter (Carter's Creative Ceremonies), hereinafter referred to as "The Officiant", and \_\_\_\_\_ and \_\_\_\_\_ hereinafter referred to as "The Couple."

WITNESSETH: In consideration of the mutual covenants and agreement herein contained, The Officiant and The Couple hereby agree to the following terms and conditions:

### THE OFFICIANT'S RESPONSIBILITIES:

1. The Officiant shall perform a marriage ceremony for The Couple on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at the approximate time of: \_\_\_\_\_ at/on the facility of: \_\_\_\_\_ located at: \_\_\_\_\_
2. The Officiant warrants that she is a professional Officiant, recognized as a legally ordained minister, fully qualified to officiate wedding ceremonies and solemnize the rites of marriage in all jurisdictions applicable.
3. The Officiant will provide the following services under the terms of this Agreement:
  - a. Within 30 days of receipt of the signed contract and retainer fee, Officiant will return a signed copy thereof to the couple, which will serve as official notification.;
  - b. Creation of the ceremony text;
  - c. Two to four days prior to the wedding, Bride and Groom will receive a final check-in call or email to reconfirm all aspects of the ceremony;
  - d. The Officiant shall complete and execute the marriage license and file (mail) said license in accordance with the instructions set forth by the jurisdiction from where the license was obtained.
4. If for any reason the Officiant cannot perform the ceremony up to and including the date of the wedding, she reserves the right to book a back-up officiate to complete the ceremony. All efforts will be made to notify Couple in advance of any changes. The Officiant will handle payment to the back-up officiate. The Officiant and back-up officiate shall in no way be held responsible or liable in any manner whatsoever.

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## THE COUPLE'S RESPONSIBILITIES:

5. The Couple understands that they must obtain a Marriage License at the appropriate jurisdiction for which the ceremony will be performed and shall provide such Marriage License to The Officiant to review and execute on the day of the ceremony or if a Rehearsal is scheduled, at the Rehearsal. **The Officiant cannot and will not perform a marriage ceremony without receiving the appropriate valid Marriage License PRIOR to the ceremony.**
  
6. The Couple shall not change the date, time or location of the wedding ceremony as listed in paragraph 1 of this agreement without first contacting and advising The Officiant of said change so as to determine if The Officiant is still available to perform the ceremony. The Couple also understands and recognizes that The Officiant performs other wedding ceremonies for other couples and such change of date, time or location, without first notifying the Officiant, or any excessive lateness (over 15 minutes) of the originally scheduled wedding ceremony time may create a serious conflict with The Officiant's schedule that may prevent the Officiant from performing the ceremony. If The Couple does change the date, time or location of the scheduled wedding ceremony, and The Officiant is unavailable to perform the ceremony, then The Officiant reserves the right to cancel the performance of her ceremony, and shall in no way be held responsible or liable in any manner whatsoever for non-performance.
  
7. If The Officiant can still perform the wedding ceremony on the new date, time and location, then this agreement shall be canceled and a new agreement shall be entered into reflecting the new date, time and location and possibly a new ceremony performance fee as a result of a substantially further distance to the new location (over 15 minutes of increase in drive time from the previous location). A change off of \$50 will be incurred, which is due paid with submission of the new agreement.
  
8. The Couple agrees to pay to The Officiant a ceremony performance fee of \$, which I \_\_\_\_\_, which includes all travel and miscellaneous fees. To reserve the above date, a NON-REFUNDABLE retainer fee in the amount of \$\_\_\_\_\_ shall be remitted with this agreement (made payable by check, cashier's check or money order to "Terri Carter." The remaining balance of \$\_\_\_\_\_ in the form of cash, cashier's check or money order is due **two weeks prior** to ceremony date. If balance is not received two weeks before the wedding date then time and date reservations are canceled and may be booked by other parties, without exception and without notice. If The Couple needs to make partial payments, they may do so as long as payment in full is received two weeks prior to ceremony date. **Reservations made with less than 21 days remaining until the**

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**wedding require a 100% non-refundable payment.** Should reservations be canceled with 21 days or less remaining before reserved date, payment in full is required to avoid legal action. There is a \$50 return check fee on all returned checks.

A retainer fee of 50% of entire ceremony cost (including travel fees) **MUST** be paid in advance and is required, along with a signed contract, to book a date and time for a wedding. Retainer fees are not refundable should the wedding be canceled for any reason.

Fees are based upon amount of service time provided. If services go beyond the outlined details (i.e. extensive phone calls or email communication, or delays with start of ceremony), additional fees will be assessed accordingly at the rate of \$50 per half hour and are due paid prior to the signing of the marriage license.

A copy of this document in its entirety will be returned to you by First Class Mail within 30 business days and will serve as official acknowledgment of receipt of the retainer fee and confirmation for date and time booking.

9. **REFUSAL:** The Officiant reserves the right to refuse any request for a reservation and further reserves the right to refuse to perform any service that she is not comfortable with, even though a reservation was accepted. If a wedding service that has been reserved is not performed due to the Officiant's refusal, then a refund shall be due in the same form received, less the retainer fee. If a wedding service that has been reserved is not performed due to any other reason, then any amount paid is forfeited.
10. **LATE FEES:** The Officiant will charge an additional \$50 per half hour if required to wait more than 15 minutes past the scheduled starting time. Said fee is due paid prior to the signing of the marriage license. The ability of The Officiant to wait more than 15 minutes will be solely at her discretion. The Officiant may waive the late charge, at her discretion. No refund will be given if The Officiant is not able to perform the ceremony because of any delays within the stipulated time period.
11. **TRAVEL AND EXPENSES:** Any travel of over 10 miles or more than 15 minutes (one way) from The Officiant's home address shall be charged at \$1 per mile (round trip). Mileage and/or travel time are determined by using Mapquest.com. All toll expenses are also the responsibility of the The Couple. Additional travel expenses may include a one- or two-night hotel stay, if the rehearsal and/or wedding

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are more than 80 miles away. These details MUST be discussed prior to signing of contract. Hotel accommodations are required for any of the following conditions: a) If the wedding is before 11 a.m. and more than 80 miles away for the night before the wedding; b) If the wedding is after 6:30 p.m. and more than 80 miles away for the night after the wedding; c) If the wedding is more than 80 miles and service is requested for rehearsal the night before the wedding.). If travel time is excessive due to traffic conditions (beach, holiday, or otherwise), I may elect to charge an additional fee of \$25 per hour from the time I leave my home.

All travel expenses should be included in the total ceremony cost and need to be paid prior to the ceremony.

12. The Couple accepts responsibility for purchasing items needed to perform any of the smaller ceremonies that they wish to include in their ceremony (i.e., Unity or memory candles, wine, roses, sand, breakable glass), unless otherwise requested. If The Couple requests any special provisions or services from The Officiant, these details should be submitted in writing no later than two weeks prior to ceremony date.

### **GENERAL PROVISIONS:**

13. The Officiant shall arrive at the wedding location approximately 15-30 minutes prior to the time of the wedding ceremony. The Couple fully understands and agrees that The Officiant shall not be responsible or held liable in the event The Officiant is prohibited from performing The Couple's wedding 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 non-arrival on the day of the ceremony. The Officiant will make every attempt to notify The Couple and to provide for a substitute Officiant who can perform a wedding ceremony if time and resources permit. In any event, The Officiant, his agents and assigns shall NOT be held liable for any compensation or any damages (including punitive) due to non-performance of any ceremony/function resulting from such incapacitations, non-arrival, errors and/or omissions of any type.
14. The Couple gives permission and shall allow The Officiant to post a photograph(s) of them with The Officiant on The Officiant's website for viewing by the internet community. The Couple acknowledges that this is for promotional purposes only and they do not expect to receive any compensation of any kind. There shall be no expiration period for this permission.

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15. The Officiant gives permission and shall allow The Couple to use any photographs, videos or other recording media in which The Officiant is in, or part of, in any manner or for any purpose they wish.

16. This agreement or any attachments constitutes the entire agreement between the parties and may not be modified except in writing signed by both parties or by the acknowledgment of email received by both parties. No other representations or promises have been made except those that are set out in this agreement.

If any part of this agreement is adjudged invalid, illegal, or unenforceable, the remaining parts shall not be affected and remain in full force and effect.

IN WITNESS WHEREOF, the undersigned has executed this Wedding Ceremony Agreement as of the date stated above (first paragraph of the agreement).

X\_\_\_\_\_

Bride to Be (type name as signed):

Address, City, State & Zip

H:

W:

C:

Phone (please include home, work &/or cell)

Email(s)

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IN WITNESS WHEREOF, the undersigned has executed this Wedding Ceremony Agreement as of the date stated above (first paragraph of the agreement).

X \_\_\_\_\_

Groom to Be (type name as signed):

Address, City, State & Zip

H:

W:

C:

Phone (please include home, work and / or cell)

Email(s)

X \_\_\_\_\_

Officiant Terri Carter – The Officiant  
Carter's Creative Ceremonies  
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