

## Creative Wedding Officiants RESERVATION FORM

**NOTE: Our verbal commitments to dates and times are held for 7 days pending receipt of a completed ceremony reservation form and deposit. Due to the number of inquiries and requests that we receive, we can not guarantee a date and time will be available after 7 days.**

Name of Bride \_\_\_\_\_ To be same as Groom's? \_\_\_\_\_

Name of Groom \_\_\_\_\_

Date of Wedding \_\_\_\_\_ Time \_\_\_\_\_

Date of Rehearsal \_\_\_\_\_ Time \_\_\_\_\_  
(note: there is an extra fee. Please verify rehearsal date with minister to ensure availability)

Place & Directions \_\_\_\_\_

Colors &/or theme of wedding \_\_\_\_\_

Number of attendants \_\_\_\_\_ Number of guests \_\_\_\_\_  
Phone numbers \_\_\_\_\_

Primary e-mail address \_\_\_\_\_

Your Mailing Address \_\_\_\_\_

How did you hear about our service? (please circle all that apply)  
*The Knot*                      *phone book*                      *internet search*                      *other:* \_\_\_\_\_

**PLEASE RETURN THIS FORM WITH YOUR DEPOSIT  
MADE PAYABLE TO  
TRACI VON DUYKE:**

Traci Von Duyke  
5260 Broad Blvd.  
North Ridgeville, Ohio 44039  
Phone: 440-353-3235  
Fax: 440-353-1041  
Cell: 216-513-8541



**BALANCE DUE PRIOR TO WEDDING DAY.**  
Thank You.

**PLEASE SIGN AND RETURN THIS PAGE WITH THE  
RESERVATION FORM.**

I have read the "Policies and Procedures" and agree to them.

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**Signature**

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**Date**

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**Print Name**

## **POLICIES & PROCEDURES**

Fees vary and are determined based on day, date, time, location, distance and travel time as well as many other considerations. Please contact us for a personal quote.

Fees include:

- Unlimited email and telephone consultations.
- Up to 2 in-person consultations held at agreed upon location and time.
- Rehearsal information and instructions.
- **Ceremony performed on the day, and at time and location listed on**

**reservation form. Any and all changes (times, locations) must be agreed to by both the minister and couple PRIOR TO WEDDING DAY.**

- Filing signed marriage license with appropriate Probate Court office.

There is an additional charge of \$100.00 for rehearsals. PLEASE NOTE!

Rehearsals must be booked during the week. We are generally not able to attend rehearsals booked on Friday, Saturday or Sunday. Please check with your minister before booking rehearsals to make sure that person is available.

A completed Ceremony Reservation form with agreed upon deposit is required to hold the date, time and location of ceremony. Deposit is non-refundable.

Balance is due prior to wedding day. Please note that we allow 15 days for checks to clear the bank and do not return the signed marriage license to Probate Court until check has cleared.

The minister will arrive in plenty of time, (approximately 30 minutes prior to start time of ceremony), to have paper work completed before the ceremony begins. During this time, someone appointed from the bridal party can review with the minister how the processional and recessional is to take place. The minister will also coordinate with whom ever is providing the music and the photographer and/or videographer.