

## Wedding Officiant Agreement

1. This agreement is between Eldon Roberts and the **Bride** and **Groom** as listed below.
2. The couple understands that they are hiring the services of Eldon Roberts, an independent Christian minister authorized to perform the rite of marriage in Florida.

**Date of Ceremony:** \_\_\_\_\_ **Time of Ceremony:** \_\_\_\_\_ a.m. p.m.

**Location of Ceremony:** \_\_\_\_\_  
(Please include the venue name and complete address)

**Rehearsal:** Will you require my presence for a rehearsal on a different date than your ceremony? Yes No

If yes, date/time/location: \_\_\_\_\_

**Bride:** \_\_\_\_\_

Current Street Address: \_\_\_\_\_

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

Home Ph: \_\_\_\_\_ Work Ph: \_\_\_\_\_

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

Church Affiliation: \_\_\_\_\_

**Groom:** \_\_\_\_\_

Current Street Address: \_\_\_\_\_

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

Home Ph: \_\_\_\_\_ Work Ph: \_\_\_\_\_

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

Church Affiliation: \_\_\_\_\_

### After-Wedding Address:

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

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

\*Your information is kept confidential; it is not sold or provided to any 3rd parties.

### Type of Ceremony:

Traditional Christian . Contemporary Christian . Secular . Exchange Vows & Rings . Renew Vows

Addition to Ceremony: Unity Candle Communion Other: \_\_\_\_\_

**Vows:** \_\_\_ Write Your Own \_\_\_ Use Officiant's Vows \_\_\_ Need help

**Scripted Reading:** \_\_\_ Write Your Own \_\_\_ Use Officiant's Script \_\_\_ Need help \_\_\_ None

**Bride Escort:** Will someone walk the bride down the aisle? Yes No

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

## General Policies

### Length of Ceremony:

- Simple Ceremony – a short 5 – 10 minute ceremony where the bride and groom exchange wedding vows and possibly rings.
- Full Ceremony – a full wedding ceremony is approximately 20 – 30 minutes in length, which will consist of a processional, bridal party, scripted reading, exchange of vows, exchange of rings, possibly other additions within the ceremony, and recessional.
- Rehearsal & Ceremony – the rehearsal would be conducted the night before or a few days before the actual wedding ceremony. The purpose of a rehearsal is to work out any details and give instructions for how the ceremony will be conducted.

**Rates:** Please check the services needed below:

- \_\_\_ Full Ceremony - \$75
- \_\_\_ Rehearsal & Ceremony - \$125

**Payment of Services:** A Retainer Fee of \$25 is the normal procedure.

Upon receipt of the Retainer Fee and a written (may be email) agreement for services, Mr. Roberts will reserve the time and date agreed upon, and will sign the completed contract. Mr. Roberts will maintain the original copy of this contract and the couple will receive a copy for their files.

**Payment Terms:** Only PayPal, cash, or certified check will be accepted. Please make all checks payable to Eldon Roberts. Please refer to the Returned Check Fee policy for information on returned checks. The couple understands that if their account is not paid in full by the wedding date, Mr. Roberts will not perform your wedding.

\_\_\_\_\_ (please initial, indicating that you understand)

**Refusal of Service:** Mr. Roberts reserves the right to refuse any service that he is not comfortable performing.

**Appearance / Dress:** Mr. Roberts is prepared to dress in the manner that suits the style of your ceremony, provided it allows him to present a dignified image in keeping with the character of the rite of matrimony.

\_\_\_ Minister Attire (dark suit)      \_\_\_ Casual

(\*Note: Casual wear would include: khaki pants, white dress shirt, sports coat, etc. Casual wear is suitable for simple, informal ceremonies.)

**Emergencies:** The couple fully understands and agrees that Mr. Roberts shall not be responsible or held liable in the event that he is prohibited from performing the couple's 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 no arrival on the day of the ceremony. Mr. Roberts will make every effort to provide for a substitute officiant who can perform a ceremony if time and resources permit. Mr. Roberts will also try to accommodate the couple should they have to change their wedding date for the above reasons.

**Marriage License:** The couple understands they must provide a valid marriage license and shall provide such marriage license to Mr. Roberts to review prior to the ceremony. Mr. Roberts cannot and will not perform any ceremony without the valid marriage license.

**Changes to this agreement:** This agreement is valid for the ceremony for the place, date, and time above, and any changes must be agreed to ahead of time by Mr. Roberts.

**Scheduled Time of Ceremony:** Please start your ceremony within 15 minutes of the scheduled start time. We may have other weddings scheduled that day. If your wedding starts late and conflicts with our schedule to perform other ceremonies we may not be able to perform your wedding. Please refer to the emergencies, cancellations, or postponements if that situation should apply.

**Cancellation / Refund Policy:** This contract locks Mr. Roberts to the couple's date and time of ceremony; thus, blocking Mr. Roberts from booking another couple for the same date and time. For this purpose; if for any reason the couple decides not to use Mr. Roberts, the couple must inform him in writing prior to the date of ceremony to release the couple from the contract. In the event of cancellation, the couple understands that any amount that was paid ahead is nonrefundable.  
\_\_\_\_\_ (please initial, indicating that you understand).

However, if Mr. Roberts cancels the wedding, the couple will receive a 100% refund on all payments, unless he can provide a suitable substitute minister to officiate the wedding. The fair principle being that whoever cancels loses the deposit. For cancellations within 14 days of the wedding date, there is no refund, and 100% of this contract will become due to Mr. Roberts.

**Postponement:** As situations occur it may be necessary for the couple to postpone their wedding for a later date. The couple must inform Mr. Roberts in writing as soon as the postponement is realized. Mr. Roberts will make every effort to book another date for the couple.

**Outdoor Ceremonies:** If the ceremony is scheduled as an outdoor event and weather conditions make it difficult to have the ceremony outdoors (during the rainy season and hurricane season), it is the responsibility of the couple to find an alternative location for the ceremony.

**Photographs:** Mr. Roberts gives the couple permission to use his likeness in any photographs, videos or other recording media in any manner for any purpose they wish. The couple also give permission to Mr. Roberts to use their likeness in any photographs, videos, or other recording media in any manner and for any purpose he wishes.

**Microphone:** I do not carry a microphone. If the venue is very large and there are a lot of guests, generally the DJ or Venue will provide a microphone, if needed.

Are there **Other Needs** not covered above?    Yes        No  
If yes, please state here:

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This agreement and any attachments constitute the entire agreement between the parties and may not be modified except in writing signed by all parties. No other representation or promises have been made except those that are set out in this agreement. If any part of this agreement is adjudged to be invalid, illegal, or unenforceable, the remaining parts shall not be affected and shall remain in full force and effect.

I agree to the terms of this contract:

Signature of Bride: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Groom: \_\_\_\_\_ Date: \_\_\_\_\_

I agree to the terms of this contract and have officially reserved the date and times specified above:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Eldon Roberts

Please mail your completed agreement along with the retainer to:  
Eldon Roberts 2201 N. 61st Avenue, Pensacola, FL 32506 (Please do not send cash in the mail.)

If you have any questions, comments, or concerns, please contact me.  
My phone number is: 678-986-7321  
My email is: eldon@eldonroberts.com

**For Office Use Only:**

Date received: \_\_\_\_\_  
Wedding Booked: Yes No  
Confirmation Sent: Yes No Date Sent: \_\_\_\_\_

**Account Payment History**

Retainer Received On: _____	Amount Paid: \$ _____
Payment/Date: _____ / \$ _____	Balance Due: \$ _____
Payment/Date: _____ / \$ _____	Balance Due: \$ _____