

# Wedding Officiant Application Form

**Please complete and return to Rev. Billy Richardson**  
**billy@revbillyrichardson.com** ✉ **or Fax to: 866-512-2824**

[Name of couple] \_\_\_\_\_ & \_\_\_\_\_

[Wedding date ] \_\_\_\_\_ [time] \_\_\_\_\_ A.M. P.M.

At: [location] \_\_\_\_\_

Name of contact person at event site: \_\_\_\_\_ Contact #: \_\_\_\_\_

*(Rev. Billy Richardson's mobile telephone number on the day of the event is 850-496-8088.)*

Deposit: \$ **100.00** *(reserves your date on the wedding calendar)*

*(Deposits are non-refundable should your event be cancelled for any reason.)*

You **must** call 850-496-8088 and confirm your event 48 hours prior to the event.

If you must cancel, please do so at least two weeks prior to the event. To re-schedule, please call as far in advance as possible to ensure your preferred date.

Name of your Wedding Planner/Coordinator: \_\_\_\_\_

Name of Florist: \_\_\_\_\_

Please check if you request an Officiant to attend your Wedding Rehearsal:      yes      no

*(Wedding rehearsal attendance requires an additional fee according to location, please see website for details.)*

Your Ceremony Selection: \_\_\_\_\_

*(There will be an additional fee for a sand ceremony.)*

Rehearsal Fee \$ \_\_\_\_\_ Ceremony Fee \$ \_\_\_\_\_ Additional Fees \$ \_\_\_\_\_

Please check if there will be any changes made to the Ceremony:      yes      no

Please check if you will be adding any of the following to your ceremony:

Reading      Poem      Prayer      Song/Music

Name of person to present the above selection: \_\_\_\_\_

Other rituals **MUST** be discussed and approved by Rev. Billy Richardson

How do you wish to be introduced?

The last line typically used at the end of a ceremony is... *"And now...I want to be the first to introduce to you..."*

*(Please fill in the appropriate blanks)*

Mr. & Mrs. (last name only) \_\_\_\_\_ **or**

Mr. & Mrs. (Groom's first name) \_\_\_\_\_ (last name) \_\_\_\_\_ **or**

Mr. & Mrs. (Groom's first name) \_\_\_\_\_ & (Bride's first name) \_\_\_\_\_

(Last name) \_\_\_\_\_

Wedding Officiant will arrive 30 minutes before the event start time unless other arrangements have been made.

Please have the Marriage License available for the witnesses(s) to sign, **BEFORE** the ceremony.

Please be thoughtful and **START ON TIME.**

Services are not guaranteed if the ceremony is more than 20 minutes late.

Services are not guaranteed until all parties have agreed to and signed a service contract,  
to be provided by Rev. Billy Richardson.