

## Contact Information

bride/partner     groom/partner     both

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

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

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

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

email(s): \_\_\_\_\_

*Additional Contact if needed:*

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

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

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

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

email(s): \_\_\_\_\_

## Couples' Information

### Bride/Partner

first name: \_\_\_\_\_

middle name: \_\_\_\_\_

last name: \_\_\_\_\_

*preferred name:* \_\_\_\_\_

### Groom/Partner

first name: \_\_\_\_\_

middle name: \_\_\_\_\_

last name: \_\_\_\_\_

*preferred name:* \_\_\_\_\_

## Ceremony Information

### *Type of Ceremony:*

- wedding                       wedding celebration                       civil union  
 same sex marriage                       vow renewal                       commitment ceremony

### *Formality of Ceremony:*

- informal                                       formal  
 other (please specify) \_\_\_\_\_

*Ceremony Theme and/or Color scheme:* \_\_\_\_\_

*Ceremony Date:* \_\_\_\_\_

*Ceremony Location (name):* \_\_\_\_\_

- indoor                       outdoor                       other (please specify) \_\_\_\_\_

address: \_\_\_\_\_

city: \_\_\_\_\_ state: \_\_\_\_\_ zip code: \_\_\_\_\_

location contact: \_\_\_\_\_  
phone of location: \_\_\_\_\_  
wedding/event coordinator (if different from above): \_\_\_\_\_  
phone (if different from above): \_\_\_\_\_

ceremony start / length (approx.): \_\_\_\_\_  
ceremony end (approx.): \_\_\_\_\_

*tone preferences for ceremony:*

- not religious
- spiritual (but not religious)
- some reference to religion (specify faith) \_\_\_\_\_
- other (please specify) \_\_\_\_\_

*ceremony attendants* (check all that apply):

- best man
- ring bearer
- brides maids # \_\_\_\_\_
- pets other (please specify) \_\_\_\_\_
- other attendants (please specify) \_\_\_\_\_
- ushers # \_\_\_\_\_
- maid of honor
- flower girl

bride/partner given away by: \_\_\_\_\_

number of guests: \_\_\_\_\_

*rings:*

- dual rings (both will give and receive a ring)
- single ring (bride/partner 1 will receive a ring)
- single ring (groom/partner 2 will receive a ring)
- no rings
- other (please specify): \_\_\_\_\_

*ceremony options* (check all that apply):

- unity candle  
candle provided by: \_\_\_\_\_
- rose ceremony  
rose(s) provided by: \_\_\_\_\_
- jumping of the broom  
broom provided by: \_\_\_\_\_
- sand ceremony  
sand & vessel provided by: \_\_\_\_\_
- wine ceremony  
wine & glasses provided by: \_\_\_\_\_
- hand fasting/binding ceremony  
cords/binding provided by: \_\_\_\_\_
- other option (please specify): \_\_\_\_\_  
provided by: \_\_\_\_\_

VOWS (please specify any special details)

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readings planned by family/friends:

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## Marriage License Information

The legal age to marry in Massachusetts is 18. All individuals who marry in the state must have a marriage license issued in Massachusetts by any city or town clerk. Proper identification is necessary. You may be required to show a certified birth certificate.

Marriage licenses are issued from any Massachusetts city or town hall. To locate a local contact in your city or town, please visit the website [www.Mass.gov](http://www.Mass.gov) and choose the **Resident** tab (follow list to *family* then to *Getting Married or Sharing a Household*). You may also call the Citizen Information Service at (617) 727-7030 or (800) 392-6090 for additional information.

### *Residency Requirement:*

Previously, Massachusetts county clerks verified that gay couples were residents of Massachusetts. On 7/29/2008, the 1913 marriage residency law was repealed.

### *Waiting Period:*

Massachusetts has a three-day (3) waiting period. You may go to court and obtain a court order to waive the three-day waiting period. If either of you are close to death, or if the bride is near the end of her pregnancy, a request by your attending physician or clergyperson would suffice and the clerk can issue the license immediately without a court order.

### *Officiants:*

Any ordained ministers or clergymen, and justices of the peace may perform weddings in Massachusetts. Out-of-state clergy need to obtain a Certificate of Authorization from the Massachusetts Secretary of the Commonwealth before the wedding ceremony.

A non-minister or non-justice of the peace (such as a relative of family friend) may receive from the Governor, for a \$25 fee, special one-time permission to perform a marriage.

do you have your license?

YES (please indicate town of issuance and date next)

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NO (please indicate if you will need assistance)\_\_\_\_\_

To obtain your license, you may need my contact information for the town hall application.

name: Skochii Bennett-Polchlopek

address: 386 Grove St., Chicopee, MA 01020

phone: (413) 592-3461-hm • (413) 335-4182-cell • [skochii@hotmail.com](mailto:skochii@hotmail.com)

church / affiliation: Universal Life Church, Modesto, CA (non-denominational)

date of ordination: 5/13/2001

Also, I would appreciate a copy of the license or a copy your photo id (DR License, passport first page, etc) for my records.

**Other Details**

\*There is an additional event that we would like you to attend.\*

*event specifics*

type of event: \_\_\_\_\_

location of event: \_\_\_\_\_

date of event: \_\_\_\_\_

size of event

- couple only                       11-50 Guests
- fewer than 10 guests       over 50 guests

formality of event:

- informal                       formal

*officiants' attire*

what would you like your officiant to wear:

- dark formal dress/attire               seasonal formal dress/attire
- dark informal dress/attire               seasonal informal dress/attire
- other (please specify and color/patter or style choices preferred): \_\_\_\_\_

no preference

*comments/special requests:*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The above information provided represents the specifications we both have agreed on for our ceremony.

\_\_\_\_\_ *bride*                      \_\_\_\_\_ *groom*

date: \_\_\_\_\_

The charge for the ceremony \_\_\_\_\_.

- officiating                       writing                       both

*The ceremony will include but not limited to:*

- opening / welcoming
- a special poem or prayer of celebration
- declaration of intent
- readings coordinated with family or special friends
- the declaration of marriage/ pronouncement
- special ceremony (as mentioned previously)
- the sharing of vows
- the ring exchange/ ring ceremony
- the kiss
- official announcement of the couple

This charge includes any and all travel within the state, coordination with Wedding Planner & attendance at rehearsal(s), final printed copy of the ceremony (*any changes to the ceremony can be made up to a week before the event*) & submitting your completed license to the town hall.

\_\_\_\_\_ *officiant*

date: \_\_\_\_\_

deposit: \_\_\_\_\_  cash  check # \_\_\_\_\_                      date: \_\_\_\_\_

**\*\*final payment due:** \_\_\_\_\_                      **amount:** \_\_\_\_\_ **\*\***