



Men In Black Wedding Officials (MIBWO)

Wedding Ceremony Registration & Contract

E-mail: meninblackofficials@gmail.com Tel. # (302) 945-6903 - Mobile/Text: (540) 335-6669 (Rev. 062021)

Fully complete this "Word" document Registration/Contract form (*complete all information known or applicable*) the needed information right on this "Word" document form, save it, and send it back to us as an email attachment. No printing, no paper, no ink/toner . . . EZ peasy! Email this registration document as an attached document to meninblackofficials@gmail.com.

MIBWO works on the "1st come-1st serve" basis when a couple submits a fully completed registration/contract and at least a \$300 retainer fee (\$200 retainer fee for an elopement ceremony) to reserve/secure a specific date and time in our officiating calendar schedule. No ceremony reservation is confirmed until all completed forms and fees are registered and paid for. **To book our services** you can make your \$300 retainer fee (\$200 retainer fee for an elopement ceremony) payment at the bottom of our website at <https://www.meninblackofficials.com/>

MAKE YOUR DEPOSIT NOW!

If applicable, we will invoice you for any balance due. **All fees due are required to be paid in full, ninety (90) days before the Ceremony date.** Many couples often request the same date/times to get married, SO REGISTER EARLY. Payment instructions are at the bottom of this form. If you have any questions, please contact our office.

PLEASE COMPLETE THE INFORMATION REQUESTED:

Note: Both members of the couple agree to complete, sign, date, and execute the MIBWO wedding registration form completely providing all applicable information required. If any information is not known at the time of the registration completion, the couple must let MIBWO know the needed outstanding information as it becomes available.

NEEDED INFORMATION:

Groom/Partner Information:

Full Legal Name (as on Birth Certificate/Passport) – First, Middle, Last:

Complete Address:

Email **(REQUIRED)**:

Cell/Text:

Date of Birth:

Male/Female:

Any previous marriages? How many?

Were you raised in a faith denomination, if so, what religion?

Are you still active in that religion as a practicing member?

Employer name/Occupation & define actual duties:

What first name (short name or nickname) you want to be used in your ceremony script?

Other Important Email Addresses that you want wedding information to be sent to:

Bride/Partner Information:

Full Legal Name (as on Birth Certificate/Passport) – First, Middle, Last:

Complete Address (**Same or if different from Groom/Partner above**):

Email **(REQUIRED)**:

Cell/Text:

Date of Birth:

Male/Female:

Any previous marriages? How many?

Were you raised in any particular church religion, if so, what religion?

Are you still active in that religion as a practicing member?

Employer name/Occupation & define actual duties:

What first name (short name or nickname) you want to be used in your ceremony script?

Other Important Email Addresses that you want wedding information to be sent to:

We officiate for: Non-Denominational, Inter-Faith, Military Honors, Secular, Catholic (non-roman), Marriage Equality, Elopements, and Vow Renewals

Wedding Ceremony Travel Fee to Venue Site Location:

Multiple cost factors create a travel fee. The fee is calculated by distance, fuel, parking, tolls, insurance, officiants' time traveling, etc. **to/from your wedding venue location. A Travel fee is in addition to the wedding ceremony fee. Note: Travel fee is separate and an additional cost. Contact our office for travel/mileage details. All travel fees are an additional charge.**

YOUR CHOICE OF WEDDING CEREMONY SELECTIONS:

Place an X before the ceremony selection of your choice to contract with MIBWO:

___ **A) \$475 fee – STANDARD/TRADITIONAL Selection - plus travel cost to the venue; 20-35 min. ceremony. Contact our office for travel/mileage details.**
(Note: Some Catholic traditions/rituals can be added.)

___ **B) \$575 fee – CATHOLIC CEREMONY Selection - plus travel cost to the venue; 35-45 min. ceremony. *The catholic (non-roman) ceremony can be held indoors/outdoors, on a beach, in any coastal area, or at any venue site location. (The ceremony is the Old Catholic Rite. This Rite is approx. 90%the same as the Roman Rite)* This selection is with a short Mass & Communion, Catholic traditions/rituals, officiants wear vestments). Contact our office for travel/mileage details.**

Do you want a short Mass **with** Communion offered to the Bride and Groom only? Yes___ No___ OR

Do you want a short Mass **with** Communion offered to all, Bride, Groom, and all Wedding Guests? Yes___ No___

___ **C) \$400 fee – BASIC CEREMONY WEEKDAY Selection - plus travel costs to the venue on a Mon, Tue, Wed, or Thurs – 20-30 minutes ceremony. Contact our office for travel/mileage details.**
(Note: Some Catholic traditions/rituals can be added.)

Descriptions of **A, B, & C** selections: We provide you with many options to assist us in creating your wedding ceremony. The Vows/Rings exchange uses Traditional Vows or your written Vows. You can add a reading or make suggestions from the rituals/options we provide to you. **A couple has full input in their ceremony script.**

___ **D) \$300 fee – ELOPEMENT CEREMONY Selection (LOCAL) – couple comes to our location (no travel fee).**

Description: We use a prepared script of 15-20 minutes with the exchange of Vows/Rings and the Pronouncement. **A couple has NO input in their ceremony script.**

If the elopement is not local, a travel fee is added. *Contact our office for travel/mileage details.*

Elopement by definition is stated below, *otherwise, the ceremony would be considered an A, B, or C selection, as described above.*

ELOPEMENT: *The wedding ceremony has the couple and 2 witnesses attending only. A couple travels to us for us to perform a brief ceremony. Call us if the ceremony is to be elsewhere, and a travel fee may apply, we are flexible in traveling if our schedule allows for it. Elopement definition states a couple getting married is usually done suddenly and privately, usually in a hurried manner away from a couple's local residence for several reasons, for example; shipping out on Military Orders, etc. thus the immediate need to get married. Elopements refer to a couple who are of legal age to get Married.*

VOW RENEWAL/RENEWING OF YOUR WEDDING VOWS

 E) VOW RENEWAL CEREMONY Selection – *the same as any of the A, B, or C selections, as described above.*
Contact our office for travel/mileage details.

Wedding Ceremony Rehearsal - \$250:

To save you some expense, we suggest you or your wedding planner is to conduct the walk-through of the Wedding Rehearsal yourselves. We will send you instructions on how to conduct your rehearsal.

If it is a wedding with more complex details, then we suggest having the officiants be there, but whatever makes you comfortable, we can make ourselves available to you.

There is an additional Rehearsal and Travel fee if the Officiant is to conduct the Rehearsal at the Venue. Depending on the venue location, travel time/distance, it may fit your budget better to consider paying for 1 hotel room/2 beds for the Officiants versus having to pay double travel fees, to and from the wedding venue location twice.

Wedding Rehearsal - Place an "X" if Wedding Rehearsal is requested: Yes No
If so, what is the date and time of your Wedding Rehearsal, (if known at this time)?

DATE & TIME OF WEDDING CEREMONY

What date is your Ceremony (*Example: Saturday, June 21, 2021*):

Day of the Week:

Month:

Date (number):

Year:

The actual exact start time of your Wedding Ceremony? AM / PM EST

Extremely Important! The Ceremony Contract Requires the Ceremony Starts Exactly on Time:

MIBWO contracts with a couple to officiate at a couple's wedding ceremony on a specific date, time and place.

THE CEREMONY CONTRACT REQUIRES THE CEREMONY TO START EXACTLY ON TIME.

The ceremony start time is written into the contract by the couple. MIBWO may have scheduled other weddings to officiate at on the same day (before or after your scheduled wedding time) as the couple's wedding ceremony. Therefore, a couple must start their wedding ceremony on time, as agreed to and defined in this contract with MIBWO, for MIBWO to be available to officiate at the couple's ceremony. If a couple's wedding ceremony starts fifteen (15) minutes late, MIBWO maintains the sole right in this contract to abbreviate the prepared ceremony script. MIBWO bears no liability of any kind, to a couple, if the couple starts their wedding ceremony late. A couple may request a change of their original scheduled ceremony date and start time, but only when the couple makes such a change request, in writing, and emails the written request to MIBWO. The request must be approved by MIBWO before anytime changes can be made. **This provision must be made no later than one-hundred-eighty (180) calendar days before the originally scheduled ceremony date and start time REGARDLESS IF A VENUE CHANGES THE CONTRACTUAL START TIME FOR A COUPLE'S WEDDING CEREMONY TO BEGIN. MIBWO must be**

notified immediately and have schedule availability to accommodate such a time change request. **The Couple agrees to abide by these conditions and is bound by this provision as defined in this contract.**

The actual exact start time of your Wedding Ceremony? AM / PM EST

YOUR WEDDING INVITATIONS (Suggestion):

We suggest when ordering your wedding invitations is to have them printed . . . stating your wedding is starting 30 minutes earlier than the actual wedding ceremony start time. The reason? Many guests arrive late and disrupt the flow of the ceremony especially during the exchange of your Vows being said by you the couple. It angers the couple, family, and guests alike. Especially true if people are traveling from a long distance and may not be familiar with the area of your venue location, or if they get into traffic back up. This avoids late arrivals at your wedding ceremony! However, keep this little secret to yourselves and tell no one, otherwise, they will still arrive late. Couples who have done this in the past were very grateful for this advice.

(Example: Invitations printed to say wedding begins at 4:30 PM, but the actual start time is at 5:00 PM, do not tell this to anyone, otherwise guests will still show up late and disrupt your ceremony).

WEDDING CEREMONY/RECEPTION VENUE ADDRESS(es):

Venue Site Name/Address:

Name of Person in Charge at Venue:

Email **(REQUIRED)**:

Cell/Text:

WEDDING PLANNER or “DAY OF” WEDDING PLANNER/VENUE COORDINATOR?

Name of Wedding Event Planner or Day of Coordinator:

Email **(REQUIRED)**:

Cell/Text:

ADDITIONAL INFORMATION:

How did you learn/hear of Men In Black Wedding Officiants (*Please be specific*)?

(i.e., Wedding Wire, The Knot, Thumbtack, a Venue, a Vendor, Individual referral, Internet Search, Advertisement, or other source:

Is your Ceremony – Indoors/outdoors?

The number of guests attending your wedding?

Can religious wording be used in your ceremony script?

Any additional information MIBWO should be made aware of?

We like to match our wedding ceremony script presentation binder and our stoles/vestments to match your wedding colors. What are your wedding colors?

WE NEED A PHOTO OF YOU – Please send/attach a photo by email or text one of you both for our paper/electronic files or you can just provide us your Facebook or wedding website links:

Facebook link:

Couple’s personal wedding website link:

Wedding Day Audio:

On your wedding day please have a microphone for our use during the ceremony. You want everyone to hear your ceremony. Your wedding ceremony venue, your DJ, or sound/music provider usually provides/supplies us with a microphone for our use. One hand-held microphone is all we need (no mic stand is necessary).

To coordinated functions, please provide the following information on the following vendors below, if applicable, or if known (*you can always let us know later*):

Wedding Ceremony Music Provider

Company Name/Person:

Email **REQUIRED**:

Cell/Text:

Photography Provider

Company Name/Person:

Email **REQUIRED**:

Cell/Text:

Videography Provider

Company Name/Person:

Email **REQUIRED**:

Cell/Text:

Information Requests/Promoting (Business/Rack Cards):

Wedding Guests usually ask us for our contact information. Do you allow us to provide this information?

Yes ___ No ___

Are you inviting your officiants to your cocktail party? Yes ___ No ___

Are you inviting your officiants to your reception dinner? Yes ___ No ___

If so, would you like a dinner blessing said before the dinner? Yes ___ No ___

Making Payment:

To confirm & reserve your wedding date on our calendar schedule you can make your (\$300 retainer fee, (\$200 for an elopement ceremony) payment. If applicable, we will invoice you for any balance due. If you have any questions, let us know.

If fees are to be paid by credit card, *via PayPal*, use our MIBWO website link

<https://www.meninblackofficiants.com/>, go to the bottom of the page and click on

MAKE YOUR DEPOSIT NOW!

PayPal email address is: kwarne2@verizon.net - (If you don't have a PayPal Account: click on "Don't have a PayPal account?")

A CPF (Convenience Processing Fee) of 2.90% + \$0.30 **CPF** per transaction needs to be added to all fees due on all transactions submitted. This fee is paid for by the couple. **2.90% + \$0.30 CPF on each transaction.**

(Note: PayPal payment via Friends and Family has no CPF)

OR

When fees are made by check, make payable to: **"Kenneth Warne"** - Mail to Attn: Kenneth Warne - 36000 Chester Court, Lewes, DE 19958-5277

Signatures-COUPLE'S REPRESENTATION AND WARRANTY

Our executed signatures represent and indicate that I, we, the couple understand, agree, and accept to be bound by all the terms, provisions, and conditions **(see separate terms & conditions contract addendum-this includes all that is listed there)** in this registration/contract that I, we, the couple are executing. By checking this box below and placing our valid signatures or e-signatures to serve as our original written signatures, I, we, the couple,

represent and hereby declare under the penalty of perjury under the laws of the United States of America, that the foregoing responses and answers and all other information I, we, the couple provided in support of, I, we, the couple's contractual application registration, are honest/true facts and are correct. The undersigned couple, together and or individually, by affixing his/her, his/his, her/her signature(s) below, hereby confirms that he/she/they have read, understood, and accepted the clauses in this contract above and agree to be bound by all the terms and conditions of this contract and so execute and date this contract indicating and warranting they are a Party to this contract.



Signature, e-signature, Typed In, or Printed Name of Groom/Partner:



Printed Name and/or Signed



Date

Signature, e-signature, Typed In, or Printed Name of Bride/Partner:



Printed Name and/or Signed



Date

Once we receive your fully completed registration Contract and deposit Retainer, you will receive a detailed invoice and or any outstanding balance due and/or a paid-in-full invoice statement.

If you have additional questions contact us at our offices. Thank you.

Men In Black Wedding Officiants - meninblackofficiants@gmail.com - Telephone: 302-945-6903 - Mobile/Text: 540-335-6669 - <https://www.meninblackofficiants.com/>