



This CONTRACT is made on \_\_\_\_\_ (date)



between \_\_\_\_\_ (future spouses)

and the Reverend James “Jay” McNeal, Officiant, who agree as follows:

The officiant agrees to officiate at the wedding of the above named couple on

\_\_\_\_\_ (wedding date), and to perform the following services:

- 1) Meet with the couple to make decisions regarding the ceremony at least once, preferably twice, to talk through elements of the service.
- 2) Compose an appropriate wedding ceremony.
- 3) Work with the wedding planner and any other officiants as appropriate
- 4) Direct the wedding **rehearsal** (or work with other officiants to direct the wedding rehearsal) on \_\_\_\_\_ (date) at \_\_\_\_\_ (time).
- 5) Officiate at the wedding.
- 6) Complete, sign and send in the wedding license.
- 7) For these services the above named couple agrees to pay \$\_\_\_\_\_ plus travel, food, and lodging expenses if attendance is required significantly outside of Richmond, VA.
- 8) The deposit, which is half of the entire cost, is to be paid immediately, as means, with this signed contract, of securing Rev. McNeal’s services. The remaining balance, including estimated expenses, are to be paid *two weeks before* the wedding date. Any payments made are non-refundable.
- 9) The officiant’s liability is restricted to the amount of the fee.
- 10) United Faith Leaders is the referring agency with no liability for its independent faith leaders.

Bride/Groom: \_\_\_\_\_ Bride/Groom: \_\_\_\_\_

Officiant: \_\_\_\_\_