



# REMINDERS & CHECKLIST

**Wedding Chairperson** Joanne Carey  
2050 Big Moose Road  
Eagle Bay, NY 13331  
[BigMooseWeddings@gmail.com](mailto:BigMooseWeddings@gmail.com)

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BIG MOOSE COMMUNITY CHAPEL, 1544 BIG MOOSE ROAD, EAGLE BAY, NY 13331

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**Reserve the Date** ❁ To reserve a wedding date at the Chapel, please download, complete, and return the "Wedding Information Form" (1 page), this "Reminders & Checklist" (2 pages), and a check as specified on page 4 of the "Wedding Guidelines" to Joanne Carey at her address above. The forms are available on [BigMooseChapel.org](http://BigMooseChapel.org) under the "Weddings" tab. If you need the forms sent to you by mail, contact Joanne at [BigMooseWeddings@gmail.com](mailto:BigMooseWeddings@gmail.com).

❁ Your wedding date at the Chapel will be reserved once these 3 items are received.

**Read & Sign** ❁ We ask that both members of the wedding party read through the wedding documents listed under the "Weddings" tab on the Chapel website [BigMooseChapel.org](http://BigMooseChapel.org). Your signatures below acknowledge that you have read and agree to abide by the Chapel's "Wedding Guidelines" and this "Reminders & Checklist."

**Keep in Touch** ❁ Please report any date or contact changes immediately to [BigMooseWeddings@gmail.com](mailto:BigMooseWeddings@gmail.com).

**Questions?** ❁ Email Joanne Carey at [BigMooseWeddings@gmail.com](mailto:BigMooseWeddings@gmail.com).

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❁ **Both members of the wedding couple must review and initial the following reminders** ❁  
It is the responsibility of the wedding party, their families, and guests to ensure that . . .

- \_\_\_\_\_ 1. All financial expenditures relating to the service at the Chapel are met prior to your service.
- \_\_\_\_\_ 2. There is to be NO alcohol or recreational narcotics present or consumed within the Chapel or on its grounds. This includes the Chapel building, lawns, dock, and the parking lot and columbarium across the road.
- \_\_\_\_\_ 3. Absolutely NO parking on the Chapel lawns. A handicap drop-off and pick-up zone is provided in front of the Chapel. This area is intended to ease the arrival and departure of physically challenged persons and the arrival and departure of the wedding party as well. Please inform your guests that there is ample parking in the Chapel's parking lot across the road.
- \_\_\_\_\_ 4. Smoking is NOT permitted within the Chapel or on its grounds. This includes the Chapel building, lawns, dock, and parking lot and columbarium across the street.
- \_\_\_\_\_ 5. The use of rice is NOT permitted. Bubbles or birdseed are excellent choices and are to be distributed only outside the Chapel doors. No birdseed or bubbles are permitted in the Chapel.
- \_\_\_\_\_ 6. When decorating the Chapel, anything to be affixed to the pews is to be done with elastic or ribbon. Tape of any type cannot be used.
- \_\_\_\_\_ 7. Wedding rehearsals are to last no more than one (1) hour. This includes arrival and departure, the rehearsal, and any decorating you wish to do. Please inform your guests that the Chapel is 5.5 miles west of Eagle Bay on Big Moose Road and encourage them to be punctual.

- \_\_\_\_\_ 8. Changes in rehearsal or wedding times should be reported immediately to the Wedding Chairperson and no later than three (3) months prior to the wedding. Once this initialed/ signed "Reminders & Checklist," the "Wedding Information" form, and your check have been received, your rehearsal and wedding times will be booked into the Chapel calendar.
- \_\_\_\_\_ 9. Any incomplete information needs to be finalized 3 months prior to the wedding.
- \_\_\_\_\_ 10. You will be contacted once a Chapel host/hostess has been assigned to your service.
- \_\_\_\_\_ 11. If you have professionals supporting the planning of your wedding, please be sure that the Wedding Chairperson and your Chapel host/hostess know the individual's name and contact information. If this person needs access to the Chapel outside of the rehearsal or wedding times, please let your host/hostess know as soon as possible.
- \_\_\_\_\_ 12. Please make sure your wedding party includes a person (or persons) to distribute the wedding programs to your guests as they arrive and/or bubbles/birdseed as they exit after the ceremony.
- \_\_\_\_\_ 13. Please bring programs, unity candle, marriage license, and nonperishable decorations to your rehearsal. They may be safely left there until the wedding, and the clergy person often requires the license the day before the wedding itself.
- \_\_\_\_\_ 14. Please be sure your clergy person meets the requirements set out in the "Wedding Guidelines" and is authorized to officiate at weddings performed in New York State. Any clergy person who has not yet performed a wedding at the Chapel should be in communication with the Wedding Chairperson.
- \_\_\_\_\_ 15. Please be sure to assign someone to bring the ring(s) to the wedding ceremony.
- \_\_\_\_\_ 16. Please assign a clean-up person for wedding paraphernalia (clothes, shoes, make-up) if any of the wedding party are dressing in the basement. Flower boxes, plastic bags, and other plastic packaging may be left at the Chapel for disposal.
- \_\_\_\_\_ 17. If your flowers/decorations are traveling to the reception, please assign someone to gather and transport them.
- \_\_\_\_\_ 18. The Chapel restrooms are located in the basement, down one flight of stairs. There is no other, more accessible facility at the Chapel.
- \_\_\_\_\_ 19. Because your host/hostess is usually working alone, he/she may call upon ushers to help move several pieces of furniture at the front of the Chapel out of the way at the rehearsal and to return them after the wedding. Please accept our thanks for this help.
- \_\_\_\_\_ 20. The host/hostess for your service will be assigned at the meeting of the Wedding Committee during the Memorial Day Weekend. Please be patient for this assignment, as we have to allow for volunteers to ensure their availability for the season.

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DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

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SIGNATURE