

CATHEDRAL OF THE HOLY SPIRIT

Groom _____ from the Parish of _____

Bride _____ from the Parish of _____

Marriage set for _____ @ _____

Mass/Service: E/T/C

Things to do:

- a) Wedding Payment: Mass/Service RM 50.00
 Marriage Certificate RM 5.00
 Air-con RM200.00
 LCD Projector RM 50.00
 Hall or Café for Luncheon RM2,000.00 (Hall); RM100.00 (Café for refreshment only)
 Refundable deposit RM 500.00(Hall); RM 50.00 (Café) , RM 100.00 (per air cooler)
 (Please clean up after usage of Café)
- b) Wedding Booklets: 1st Option: **Parish Wedding Booklets** are available.
 2nd Option: **Personalised Booklets** permitted. Follow a sample.
 Check draft copy with Priest / Parish Office.
- c) Floral Arrangements: **Parish floral decorators** are available i.e.
 Michael Lopez, CHS (012-4392974)
 (use of Church facilities, premise or vessels are **not permitted**.
When you engage outside help. They come ready to decorate.)
- d) Wedding Liturgy: For the music, the organist & cantors, the rehearsal, and the wedding celebration matters, **contact persons:**
 Adele Khor, CHS-(E) (016-435 9653) Simon Cheng, CHS-(C) (016-484 2219);
 Sebastian Pillai, CHS-(T) (016-442 5654)
- e) Wedding Documents: **Civil Marriage Certificate** (copy) & **I/C of Witnesses** (copy) must be handed to the Parish Office (if not done).
 (Witnesses for Church weddings, only Catholics, **not** parents.)
- f) **Church Facilities:** **Outsider (Wedding planners, family members etc) are prohibited from handling and adding gadgets into the parish PA & electronic systems. No access granted.**
 (If you opt for musicians or other forms of arrangements from outside sources, then provide your own backup equipments.)
- g) **Cameramen:** No one or no movement is permitted on the sanctuary or when the service is in progress. At the Rite of Marriage, no talking, no distracting actions nor interference by others are permitted except shooting. Respect the holiness of the moment.
- h) Others:
 1. Marriage Preparations are a **family affair**. Of course, help can be sought from BECs, Liturgical Team or others.
 2. All arrangements with the contact persons, is **your responsibility** (commentators, lectors & organists).
 3. Bride & Groom must **be punctual**; there are other weddings or masses following. **Dress properly** for a religious ceremony. Go for **confession** for God's grace and blessing.
 4. **No confetti** inside the church.

Thanking you in advance. Together building His Kingdom.