



Men In Black Wedding Officiants (MIBWO)

Wedding Ceremony Registration & Contract

E-mail: meninblackofficiants@gmail.com Tel. # (239) 247-5701 - Mobile/Text: (540) 335-6669
<https://www.meninblackofficiants.com/>

Complete this Registration/Contract document and email it back to our office.

MIBWO works on a "1st come-1st serve" basis with couples who submitted a completed contract and Fee retainer deposit. To book your wedding date in our schedule, remit a retainer fee payment. **Fee(s) are paid by Check or paid by using your credit card on PayPal. Retainer/fee of \$250 or the full payment (\$150 for an elopement). If your wedding is 90 days from the current date, the FULL fee payment is due to secure the date in our schedule.** We will invoice you for any outstanding balance. All balances are to be paid 90 calendar days before the ceremony. **No reservation is booked until a registration/contract is fully completed and retainer paid. Questions? Call us.**

If already legally married, then email a copy of your certified marriage license to us ASAP. When already married the ceremony is a Vow renewal. However, we officiate a ceremony that resembles a wedding ceremony. We just "announce" you versus "pronounce you" from a legal position as husband and wife or Partners.

COUPLE'S INFORMATION – COMPLETE ALL THE INFORMATION REQUESTED:

Groom/Partner Information:

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

Gender: Date of Birth:

Complete Resident/Mailing Address:

Email **(REQUIRED)**: Land/Cell/Text:

Any previous marriages? How many?

(Note: If divorced or partner has passed on, Court needs a certified copy of your Divorce decree or state-certified death certificate. This doc needs an Official Seal.)

Were you raised in any religious faith? Denomination/Name?

Are you a practicing member?

Occupation & duties, *if retired, state retired*:

What name do you want to be used in your ceremony script?

Bride/Partner Information:

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

Gender: Date of Birth:

Complete Resident/Mailing Address:

Email **(REQUIRED)**: Land/Cell/Text:

Any previous marriages? How many?

(Note: If divorced or partner has passed on, Court needs a certified copy of your Divorce decree or state-certified death certificate. This doc needs an Official Seal.)

Were you raised in any religious faith? Denomination/Name?

Are you a practicing member?

Occupation & duties, *if retired, state retired*:

What name do you want to be used in your ceremony script?

Ceremony Travel Fee to Venue Site Location:

Multiple cost factors create a travel fee. The fee is calculated by distance, fuel, parking, tolls, insurance, vehicle use, and maintenance costs as well as officiants' time traveling, etc. to/from your wedding venue location. This is an additional charge. **Contact us for travel/mileage details. (If known, the quoted Travel Fee: \$_____)**

Special note here! WE DO NOT OFFICIATE IN THE RAIN, SNOW, HIGH WINDS OR OTHER BAD WEATHER. WHEN AN OUTDOOR CEREMONY IS PLANNED, AN INDOOR- SHELTER BACK-UP PLAN NEEDS IS TO BE IN PLACE FOR US TO OFFICIATE AT YOUR CEREMONY. THIS IS PART OF THE CONTRACT YOU SIGN AND AGREE TO BE BOUND BY.

Available ceremony options:

Place an X before the ceremony option of choice:

___ A) \$395 fee – NON-DENOMINATIONAL/STANDARD/TRADITIONAL

This ceremony option is approx. 20-30 mins. Add our travel cost to and from the venue location.

Contact us for details.

___ B) \$595 fee – CATHOLIC & TRADITIONAL Ceremony Selection

*A catholic (non-roman) wedding mass ceremony or a Traditional ceremony is approx. 35-45 minutes.

Travel cost must be added to the Fee to and from the venue location; email us *for travel/mileage details.*

**Note: If a catholic option is selected, certain rituals & rubrics need to be followed.*

The ceremony follows Old Catholic Rite and is approx. the same as the Roman ritual.

The catholic (non-roman) ceremony is celebrated indoors/outdoors or at any venue location site. Due to many extra details involved in planning and setting up this option, outdoor locations with much noise and/or winds should be avoided. Officiants wear Vestments). When a ceremony is within a Mass, Communion is given out.

a.) Wedding Ceremony Mass with Communion **ONLY given** to the Bride and Groom? Yes___ No___

OR

b.) *(This is the usual choice)* Wedding Ceremony Mass with Communion **given/offered to ALL guests regardless of their Faith,** attending the Wedding Ceremony Mass? Yes___ No___

___ C) \$295 fee – BASIC CEREMONY **WEEKDAY Selection**

This selection ceremony is approx. 20 mins. at a venue on a Mon, Tue, Wed, or Thurs. Plus/add our travel cost to the venue location. **Contact us for travel/mileage details.**

Descriptions of A, B, & C selections from above: We provide you with several options, you can add approved suggestions to custom-create a draft ceremony script. For the Vows/Rings exchange, use Traditional Vows or your Written Vows. Add 1 reading and/or add 1 ritual from the options we provide you.

A couple has input on their ceremony script with us.

___ D) \$250 fee – ELOPEMENT CEREMONY Option (LOCAL) Selection

NOTE: A COUPLE TRAVELS TO US FOR A 10-15 MINUTE CEREMONY.

The elopement option is very short for a couple only with 2 witnesses. A prepared script with required wording and the exchange of Vows & Rings is used.

NOTE: A COUPLE TRAVELS TO US FOR A 10-15 MINUTE CEREMONY. If an elopement is not local, a travel fee is added to the wedding Fee to and from the venue location. Contact us for details.

Elopement definition is stated below, *otherwise, a ceremony is according to the A, B, or C options stated above.*

DEFINITION: The couple, 2 witnesses. A couple travels to the Officiant to marry them usually 1-3 minutes. Elopement means a couple gets married suddenly and privately, usually in a hurried manner away from a couple's local residence for several reasons. Example; shipping out on Military Orders, family issues etc. thus an immediate need to get married. A couple must be of legal age to marry in any given State or Commonwealth.

VOW RENEWAL:

____ **E) VOW RENEWAL CEREMONY** Option – options and fees are the *same as A, B, or C selections stated above*. A travel fee is added to the ceremony Fee to and from the venue location.
Contact us for details.

CEREMONY REHEARSAL:

____ **F) Ceremony Rehearsal - \$250:**

To save expense, conduct the Rehearsal yourselves unless it's a complex ceremony. If the ceremony is complex then have us there for the rehearsal. There is an additional Rehearsal and Travel fee. Depending on the venue location, travel time/distance, consider paying for 1 hotel room/2 beds for the Officiants to stay overnight versus paying double travel fees, to/from the 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?

Officiants invited to the wedding Rehearsal dinner? Yes ____ No ____

If so, is the Officiant to say Grace or give a dinner blessing before dinner? Yes ____ No ____

Extremely Important! A Ceremony MUST start exactly on time:

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

THE CONTRACT REQUIRES THE CEREMONY TO START EXACTLY ON TIME!

Your ceremony start time is written into our schedule and is governed by the contract. Therefore, a couple's ceremony must start on time, as agreed to in this contract with MIBWO. If a couple's wedding ceremony starts fifteen (15) minutes late, MIBWO has the sole right only to abbreviate the ceremony script. A couple may request a different ceremony date and start time, but only when the couple puts such a change request in writing and emails the written request to MIBWO. The request must be approved by MIBWO before any time changes can be made.

This request, if approved by MIBWO for a couple must be one-hundred-eighty (180) calendar days before the original ceremony date and start time. **A Venue has no authority to change a contractual scheduled ceremony start time between the couple and the Officiant.** The Couple is bound by this provision defined in this contract.

The **actual exact start time** of your Wedding Ceremony?

AM / PM EST

DATE & TIME OF WEDDING CEREMONY

Day of the Week: Month: Date (number): Year:

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

Actual exact start time of your Wedding Ceremony?

AM / PM EST

WEDDING INVITATION SUGGESTION:

Have Wedding ceremony invitations indicate ceremony start time 30 minutes earlier than the actual start time, to avoid guests arriving late and disrupting your ceremony as you say Vows to each other. **Keep this confidential.** Couples who follow this rule, are glad they did.

WEDDING CEREMONY/RECEPTION VENUE ADDRESS:

Venue Site Name/Address:

Name of Person in Charge at Venue:

Email **(REQUIRED)**: Cell/Text:

WEDDING PLANNER or “DAY OF” WEDDING COORDINATOR (if applicable)?

Name of Wedding Event Planner or Day of Coordinator:

Email (REQUIRED): Cell/Text:

ADDITIONAL INFORMATION:

How did you find Men In Black Officiants (*be specific*)?

Is your Ceremony – Indoors/outdoors?

When there is inclement weather, location of the back-up venue for the ceremony to occur? State details:

What are your wedding colors?

What is the number of guests attending your ceremony?

Total number of wedding party attendants (includes: bride/groom/bridesmaids/groomsmen/maid of honor/best man/ring bearer/flower girl/pets, etc.) that will be involved in the processional wedding ceremony?

WE NEED A PHOTO OF YOU for our file – Please send/attach a photo of you both by email to meninblackofficiants@gmail.com or text a pic to 540-335-6669 for our file record or you can just provide us your Facebook links and/or if applicable your personal wedding website link:

If getting married for 1st time, text a pic of your marriage license you obtained to 540-335-6669, or email a scanned copy to meninblackofficiants@gmail.com, or mail a copy to **10720 Palazzo Way, # 104, Fort Myers, FL 33913-7159** before your wedding day. **MIBWO cannot marry you without the Marriage license in hand, before marrying you.**

Wedding Day Audio:

As officiants, we need a microphone for our use during your ceremony. Everyone wants to hear your wedding ceremony. Your venue, DJ, or music provider usually provide a MIC for our use during the ceremony.

To coordinate a smooth flow of the ceremony by all vendors working in harmony, provide vendor info below, if known (*if not, you can provide this information once you do*):

Wedding Ceremony Music Provider

Company Name/Person: Email (REQUIRED): Cell/Text:

Videography Provider

Company Name/Person: Email (REQUIRED): Cell/Text:

Photography Provider

Company Name/Person: Email (REQUIRED): Cell/Text:

Ceremony guests often ask for our card:

Do you grant permission to us to do so? **Yes**___ **No**___

Are Officiants invited to your Reception cocktail party? **Yes**___ **No**___

Are Officiants invited to your Reception dinner*? **Yes**___ **No**___

If so, is the Officiant to say Grace or provide a dinner blessing? **Yes**___ **No**___

*If yes, thank you for the wedding reception invite. However, please seat us together with your guests and family tables, and do not seat us at a backroom vendor table.

We are not vendors, we are Clergy. Otherwise, we politely decline the reception dinner offer.

Please send a wedding Invite for us to accept/decline according to our schedule.

Making A Fee Payment – Books your wedding date with us in our schedule.

Make a \$250 retainer booking fee or make full payment (\$150 for an elopement) to hold your date/time.

If your wedding day is within 90 days of your wedding date, make FULL payment.

All fees are to be paid in full 90 days before your ceremony date.

Payment Sources:

Make Check Payable to: **"Kenneth Warne"** mail to the Attn: Kenneth Warne at 10720 Palazzo Way, # 104, Fort Myers, FL 33913-7159

OR if paid by credit card, *via PayPal*, use our MIBWO website link <https://www.meninblackofficiants.com/>,

MAKE YOUR DEPOSIT NOW!

go to the bottom of the page and click on: and make your fee payment.

Note: 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) is required on each transaction. **Current rate is 3.75% + \$0.49 CPF for each transaction submitted. (Note: PayPal payment by Friends/Family has no CPF) All CPF fees are paid by the couple.**

Signatures-COUPLE'S REPRESENTATION AND WARRANTY

Both members of the couple agree to complete, sign, and date the MIBWO wedding registration contract. Our/Your 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 includes all that is listed there, these two documents are all part of the signed and executed contract)** in this registration/contract that I, we, as a couple execute below. The marked boxes below are our legal valid signatures or e-signatures, or typed signatures, serving as our written signatures. We, the couple, represent and hereby declare that the foregoing responses and all other information provided in this contract application registration, are true and correct. As the undersigned couple, together and or individually, by affixing our signature(s) below, hereby confirm that we both have read, understood, and accept these contract terms and conditions and agree to be bound by this contract and so execute and date this contract indicating and warranting we are a Party to this contract.

Signature Execution:



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

When we receive your Contract and deposit Retainer, you receive an invoice memo of any outstanding balance. Otherwise, a paid-in-full invoice statement is sent to you. Contact us with any questions you may have. Thank you.