



Men In Black Wedding Officiants (MIBWO)

Wedding Ceremony Registration & Contract

E-mail: meninblackofficiants@gmail.com Tel. # (302) 945-6903 - Mobile/Text: (540) 335-6669
<https://www.meninblackofficiants.com/>

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

Please note that MIBWO works on a "1st come-1st serve" basis with couples that submit the completed contract and make a Fee retainer deposit.

Any and all fee(s) are to be paid by Check as noted below . . . or as an alternate method, such as a credit card, via PayPal, use our MIBWO website link as listed below.

To confirm & reserve your wedding date on our calendar schedule, remit a retainer fee payment. **Make your retainer/fee payment of \$350** (\$225 retainer fee for an elopement ceremony). **If your wedding takes place or if scheduled within 90 days from the current date, please make the FULL fee payment to reserve/secure your specific date and time in our officiating calendar schedule. This secures/confirms your wedding date and time with Men In Black Wedding Officiants.** We will invoice you of any outstanding balance(s) due, which are not due until 90 calendar days before the ceremony date. No reservation is booked until the registration/contract is completed and a fee is paid. If you have any questions, contact our Office.

All fees are to be paid IN FULL, ninety (90) days before the Ceremony date. Be aware that many couples request the same dates and times as you, SO BE SURE TO REGISTER EARLY!

Payment instructions are below. Questions? Call 302-945-6903.

PLEASE COMPLETE THE INFORMATION REQUESTED:

Note: Both members of the couple agree to complete, sign, and date the MIBWO wedding registration contract providing all applicable information required. If any of the required information is not available to complete the registration form, the couple agrees to email that outstanding information to MIBWO as soon as possible.

>>>Are you already legally married to each other?

(If so, we need a copy of your certified marriage license emailed to us ASAP.)

SPECIAL NOTE: Married already? **(MIBWO must be informed of this immediately)** Due to legal requirements we must adhere to when you are already married and you are requesting a wedding style ceremony, MIBWO provides a similar ceremony EXCEPT MIBWO "announces" a couple as husband and wife . . . and does not "pronounce" a couple as man and wife, again from a legal position. **Text a pic to 540-335-6669, or email/mail a copy of your existing certified Marriage License from the State you were married in, to our offices ASAP.**

>>>If getting married the first time, If getting married for the first time, Text a pic of your obtained marriage license form to 540-335-6669, or email a copy to meninblackofficiants@gmail.com, or mail a copy to 36000 Chester Court, Lewes, DE 19958-5277 at least two (2) weeks before the wedding day. **MIBWO cannot legally marry you as husband and wife without seeing it first or prior to your wedding day.**

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?

Note: If you were previously divorced or your partner has passed on, the Court will need a certified copy of your state-certified divorce decree or state-certified death certificate. The document must have the Official Seal.

Were you raised in a faith denomination, if so, please name it?

Are you still active as a practicing member?

Employer name/Occupation & define actual duties, if retired, please state what you did:

What full or shortened name do 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?

Note: If you were previously divorced or your partner has passed on, the Court will need a certified copy of your state-certified divorce decree or state-certified death certificate. The document must have the Official Seal.

Were you raised in a faith denomination, if so, please name it?

Are you still active as a practicing member?

Employer name/Occupation & define actual duties, if retired, please state what you did:

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

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

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, vehicle use, and maintenance costs as well as officiants' time traveling, etc. **to/from your wedding venue location. A Travel fee is an additional charge to the wedding ceremony fee. Note: If the travel fee charge has not already been quoted to you, contact our office for travel/mileage charge details. The quoted Travel Fee is: \$ _____**

SELECT THE WEDDING OPTION YOU DESIRE:

Place an X before the ceremony option as your choice to contract with MIBWO:

 A) \$495 fee – NON-DENOMINATIONAL/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) \$650 fee – CATHOLIC & TRADITIONAL CEREMONY: The catholic wedding mass ceremony & the traditional ceremony selection options, offer a 35-50 min. ceremony vs the long ceremony* - plus travel cost to the venue; *Contact our office for travel/mileage details.*

**Special Note here: If a catholic wedding ceremony is selected, certain rituals & rubrics are to be followed in catholic traditions. Call our offices for details.*

(The ceremony ritual used follows the Old Catholic Rite. This Rite is approx. the same as the Roman Novus Ordo). The catholic (non-roman) ceremony can be celebrated indoors/outdoors, on a beach, coastal area, or at any venue location site. Note: due to the extra details involved in a Ceremony of this type, outdoor locations with much noise and/or winds, should be avoided. This selection is the wedding ceremony within Catholic traditions/rituals, officiants wear vestments). When having a Mass, Communion is normally 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 attending** the Wedding Ceremony Mass? Yes ___ No ___

___ C) \$395 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 several options to assist in custom-creating your wedding ceremony. The Vows/Rings exchange, uses Traditional Vows or your Written Vows. You can add 1 reading and/or have 1 ritual from the options that we can provide you. **A couple can have input in their ceremony script.**

___ D) \$295 fee – ELOPEMENT CEREMONY Option (LOCAL)

NOTE: A couple comes to our location to get married (no travel fee). Description: This type of marriage registration is very short and only for a couple and two witnesses. We use a prepared script of 3-5 minutes, it has the required exchange of Vows & Rings. **If an elopement is not local, a travel fee is added.** *Contact our office for travel/mileage details.* (Note: Some Catholic traditions/rituals can be added.)

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

ELOPEMENT DEFINITION: *The wedding ceremony has the couple and 2 witnesses attending only. A couple travels to us to perform a very brief marriage ceremony. Elopement means a couple gets married 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, family disagreements, etc. thus the immediate need to get married. A couple must be of the legal age to marry.*

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.* (Note: Some Catholic traditions/rituals can be added.)

___ F) Wedding Ceremony Rehearsal - \$250:

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

If the ceremony has complex details, then have us there to conduct the rehearsal. There is an additional Rehearsal and Travel fee if the Officiant attends and conducts the Rehearsal. 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 to stay over 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)?

State the number of both Bride & Groom wedding attendants (includes: bridesmaids/groomsmen/maid of honor/best man/ring bearer & flower girl, *all involved*) that will be involved in the processional wedding ceremony?

It is also proper etiquette to invite the Officiant to your Rehearsal dinner.

Are you inviting your Officiants to your Rehearsal dinner? **Yes _____ No _____**

If so, would you like a dinner Blessing said before the Rehearsal dinner? **Yes _____ No _____**

DATE & TIME OF WEDDING CEREMONY

Day of the Week:

Month:

Date (number):

Year:

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

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

Extremely Important! This Ceremony Contract requires the ceremony to start 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 STARTEXACTLY 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 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 by their signature.**

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

YOUR WEDDING INVITATIONS (Suggestion):

When ordering your wedding invitations to be printed, **have the start time listed as 30 minutes earlier than the actual wedding ceremony start time.** The reason? Many guests arrive late and disrupt the flow of your ceremony especially when you are saying your vows to each other. It angers the couple, family, and guests alike. This happens a lot when guests travel long distances and are not familiar with the area of your venue location, or may have traffic back up. This avoids guests arriving late at your wedding ceremony! **Keep this secret to yourselves, tell no one, otherwise, they will still arrive late.** Couples who have followed this rule were very glad they followed this advice. (*Example: Invitations state wedding begins at 4:30 PM, actual start time is at 5:00 PM, TELL NO ONE . . . otherwise guests will still show up late and disrupt your ceremony*).

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 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 (*be specific*)?

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

Is your Ceremony – Indoors/outdoors?

In case of inclement weather, do you have a backup plan?

The total number of guests attending your wedding?

State the number of both Bride & Groom wedding attendants (includes: bridesmaids/groomsmen/maid of honor/best man/ring bearer & flower girl, *all involved*) that will be involved in the processional wedding ceremony?

Can religious references be used in your wedding ceremony script?

Any additional information MIBWO should be made aware of?

We like to match our Wedding Ceremony Script Presentation Binder & Wedding Stoles/Vestments color to match your wedding colors. Please list/state **all** your chosen wedding colors?

>>>Are you already legally married to each other?

(If so, we need a copy of your certified marriage license emailed to us ASAP.)

SPECIAL NOTE: Married already? **(MIBWO must be informed of this immediately)** Due to legal requirements we must adhere to when you are already married and you are requesting a wedding style ceremony, MIBWO provides a similar ceremony EXCEPT MIBWO “**announces**” a couple as husband and wife . . . and does not “**pronounce**” a couple as man and wife, again from a legal position. **Text a pic to 540-335-6669, or email/mail a copy of your existing certified Marriage License from the State you were married in, to our offices ASAP.**

>>>If getting married the first time, If getting married for the first time, Text a pic of your obtained marriage license form to 540-335-6669, or email a copy to meninblackofficiants@gmail.com, or mail a copy to 36000 Chester Court, Lewes, DE 19958-5277 at least two (2) weeks before the wedding day. MIBWO cannot legally marry you as husband and wife without seeing it first or prior to your wedding day.

WE NEED A PHOTO OF YOU for our file – 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:

Your Facebook links:

or Couple’s personal wedding website link:

Wedding Day Audio:

On your wedding day have a microphone for our use during the ceremony. This really should be a MUST for you. Everyone wants to hear your wedding ceremony. Your wedding venue, DJ, or sound/music provider usually can provide us with a microphone for our use. One hand-held microphone is all we need (no mic stand is necessary).

To coordinate functions, please provide the information on the vendors below, (you can let us know later):

If any of the required information is not available to complete the registration form, the couple agrees to email that outstanding information to MIBWO as soon as possible.

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:

Information Requests/Promoting (Business/Rack Cards):

Wedding Guests usually ask us for our business cards. Do you grant permission for us to do so?

Yes ___ No ___

NOTE: Proper Wedding Etiquette - "Inviting the Officiant to your reception"? Your Officiant is the most important person attending your wedding. He creates and performs your ceremony. It is also proper protocol to send a wedding invitation to the officiants.

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 ___

***If yes, thank you for the wedding reception invite. However, please have us seated with your guests and family tables, and not seat us at a backroom vendor table. We are not vendors; we are Clergy and are the individuals who are authorized in pronouncing you as husband and wife and/or partners. It looks and feels very awkward when we are sitting at a backroom vendor table away from the guests. Please instruct your venue to have a place setting card reserved for each of us to sit together at your guests' reception tables. Otherwise, we politely decline the reception dinner offer. Proper etiquette is that a wedding Invite should be sent to the Officiant, the same as your guests, and to be seated with the guests.

NOTE: Proper Wedding Etiquette - "Inviting the Officiant to your reception"? Your Officiant is the most important person attending your wedding. He creates and performs your ceremony. It is also proper protocol to send a wedding invitation to the officiants.

Read more:

[https://www.theknot.com/content/should-you-invite-officiant-to-wedding-reception;](https://www.theknot.com/content/should-you-invite-officiant-to-wedding-reception)

[https://www.asweetstart.com/blog/invite-officiant-wedding-reception;](https://www.asweetstart.com/blog/invite-officiant-wedding-reception)

[http://www.ehow.com/info_8725225_wedding-should-send-invitation-officiant.html;](http://www.ehow.com/info_8725225_wedding-should-send-invitation-officiant.html)

[https://www.brides.com/story/do-you-have-to-invite-officiant-to-reception;](https://www.brides.com/story/do-you-have-to-invite-officiant-to-reception)

[https://www.brides.com/story/should-we-invite-our-officiant-to-the-rehearsal-dinner;](https://www.brides.com/story/should-we-invite-our-officiant-to-the-rehearsal-dinner)

Please note that MIBWO works on a "1st come-1st serve" basis with couples that submit the completed contract and make a Fee retainer deposit.

Making Fee Payment(s):

Any and all fee(s) are to be paid by Check as noted below . . . or as an alternate method, such as a credit card, via PayPal, use our MIBWO website link as listed below.

To confirm & reserve your wedding date on our calendar schedule, remit a retainer fee payment. **Make your retainer/fee payment of \$350** (\$225 retainer fee for an elopement ceremony). **If your wedding takes place or if scheduled within 90 days from the current date, please make the FULL fee payment to reserve/secure your specific date and time in our officiating calendar schedule. This secures/confirms your wedding date and time with Men In Black Wedding Officiants.** We will invoice you of any outstanding balance(s) due, which are not due

until 90 calendar days before the ceremony date. No reservation is booked until the registration/contract is completed and a fee is paid. If you have any questions, contact our Office.

Payment Sources:

When fees are made by Check, make the Check payable to: **"Kenneth Warne"** Mail to: Attn: Kenneth Warne - 36000 Chester Ct., Lewes, DE 19958-5277

OR

If fees are to be 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.

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 via Friends and Family has no CPF) All CPF fees are paid for by the couple.**

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 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, the couple are executing below. By the marked boxes below and placing our valid signatures or e-signatures, or typed 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.

>>>Are you already legally married to each other?

(If so, we need a copy of your certified marriage license emailed to us ASAP.)

SPECIAL NOTE: Married already? **(MIBWO must be informed of this immediately)** Due to legal requirements we must adhere to when you are already married and you are requesting a wedding style ceremony, MIBWO provides a similar ceremony EXCEPT MIBWO "announces" a couple as husband and wife . . . and does not "pronounce" a couple as man and wife, again from a legal position. **Text a pic to 540-335-6669, or email/mail a copy of your existing certified Marriage License from the State you were married in, to our offices ASAP.**

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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 or memo on any outstanding balance due. Otherwise, a paid-in-full invoice statement is sent to you.

Contact us with any questions you have. Thank you.