

Checklist

Wedding Officiant Business Startup



Verify that your jurisdiction recognizes the online church you use to be ordained.

Become ordained as a wedding minister.

Register as a wedding minister with state/jurisdiction if necessary.

Complete any other actions (fees, forms, registration etc.) that your jurisdiction may require of wedding officiants.

Learn how to complete a marriage license and how, when, and where to file the marriage license.

Find out if you will need to charge any state sales or use taxes.

Learn about state and federal taxes you will need to pay on earnings.

Learn about keeping written records of sales, expenses, and earnings.

Set up a system for recording your sales, expenses and earnings.

Consult an accountant about the legal requirements you will have to adhere to in running your small business.

Think about your niche, types of wedding packages, services you will offer and the prices you will charge.

Study written ceremonies, familiarize yourself with ceremony elements, construct and write ceremonies and vows.

Give your company the perfect name as you take into consideration your target customer, your packages, your niche and available domains.

Register your business name with your appropriate jurisdiction, often referred to as, DBA (doing business as) or Trade Name.

Choose a domain name for your website.

Register your domain name. ([GoDaddy offers good deals on domains](#))

Secure webhost service for your website and blog. ([This site uses Weebly](#))

Set up a professional email name and account via your webhost service using your own domain name mailboxes.

Create and print your business cards.

Create and publish your Website.

Submit site to search engine [Google](#).

Submit site to search engine [Yahoo](#).

Submit site to search engine [Bing](#).

Submit site to [Norton Safe Web](#) to receive a safe rating.

Submit site to [McAfee Site Advisor](#) to receive a safe rating.

Distribute your business cards to local wedding vendors, florists, photographers, DJs and musicians.

Distribute your business cards to local wedding venues, such as, country clubs, restaurants and hotels.

Distribute your business cards anywhere in your community that allows for small businesses to display their business cards.

Post your wedding officiant listing on [Yellow Pages](#).

Post your wedding officiant listing on [LinkedIn](#).

Post your wedding officiant listing on [Google Places](#).

Post your wedding officiant listing on [Yahoo Local](#).

Add your business profile to [Manta.com](#), an online directory for small businesses.

Join [American Association of Wedding Officiants](#) and post listing in AAWO officiant directory.

Post your wedding officiant listing in the [Wedding Wire](#) directory.

If you were ordained by Universal Life Church Monastery, be sure to build a profile and post a classified listing in the directory of [Universal Life Church Ministers and Wedding Officiants](#).

Search the web for additional wedding officiant directories, review their terms of use and list with the ones that suit your needs.

Create a [Facebook](#) page for your wedding officiant business.

Create a [Google+](#) profile for your wedding officiant business.

Create a [Pinterest](#) profile for your wedding officiant business.

Create a [Twitter](#) account for your wedding officiant business.

Have proper, professional, neutral color attire ready for conducting a wedding.

Have a proper binder to organize the printed narrative of your wedding ceremonies that you will hold in hand as you perform the ceremony.

Make ready any other supplies you may need for conducting a wedding.

Study wedding ceremonies and become familiar with the processional, recessional and positioning of members of the wedding party.

Practice your voice and diction and familiarize yourself with the words you will be speaking.

Recite your wedding ceremony delivery repeatedly until you feel comfortable and confident.

Decide what your requirements and policies will be regarding deposit amounts, refund policies, full payment, cancel fees and late fees.

Prepare a booking contract/agreement.

Plan how/where you will meet your clients to book/confirm weddings.

Visit the How To Be A Wedding Officiant website for ideas and helpful tips, [subscribe to the newsletter](#).

Look forward to booking your first client and performing your first ceremony with loving enthusiasm and anticipation!

Be Sure To Visit...

<http://www.howtobeaweddingofficiant.com>

For More Information To Help You Start And Grow Your Wedding Officiant Business!

www.howtobeaweddingofficiant.com