

Cheat Sheet Instructions

Again, congratulations on officiating a wedding and thanks so much for allowing me to guide you. I hope these instructions are helpful and clear. If anything in the material you've purchased from me can be improved, please let me know. I welcome all feedback. I'm always trying to improve every aspect of my life, especially when it involves others.

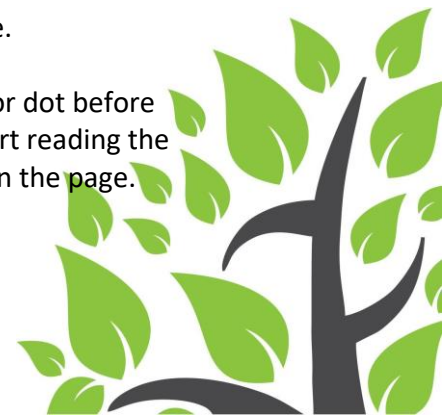
Have you ever seen someone on TV who was obviously reading from a teleprompter? You probably dismissed them as someone who had little or no authority. My goal is to prevent that from happening to you. If you're monotone or sound like you're reading, people will tune out and you'll notice their faces in the crowd and that will likely affect your confidence. You want to sound natural, like you're explaining something, having a conversation, or sharing a great story that gets you excited.

Knowing where to inflect your voice or emphasize a word will help you sound genuine and charismatic. That's where the cheat sheets come in. The underlined words not only show you where I've learned to inflect or emphasize, but will also help you keep your place on the page as you look up at the couple and their guests, and then back down at your book.

Don't officiate your ceremony reading from an I-Pad or tablet, unless you have a nice leather case! The ceremony book I read from can be found on Amazon [here](#) and it'll help you look like a pro.

The cheat sheets are a guide. You are in no way obligated to emphasize or inflect your voice on the words I've underlined. Rehearse and you'll discover what works for you. However, I've said this ceremony material hundreds of times and after much trial and error have found the words in each sentence that seem to matter the most. For example: "Bride and Groom hope YOU have a great time tonight." sounds much different from "Bride and Groom hope you have a GREAT time tonight." It's not only what you say, it's how you say it.

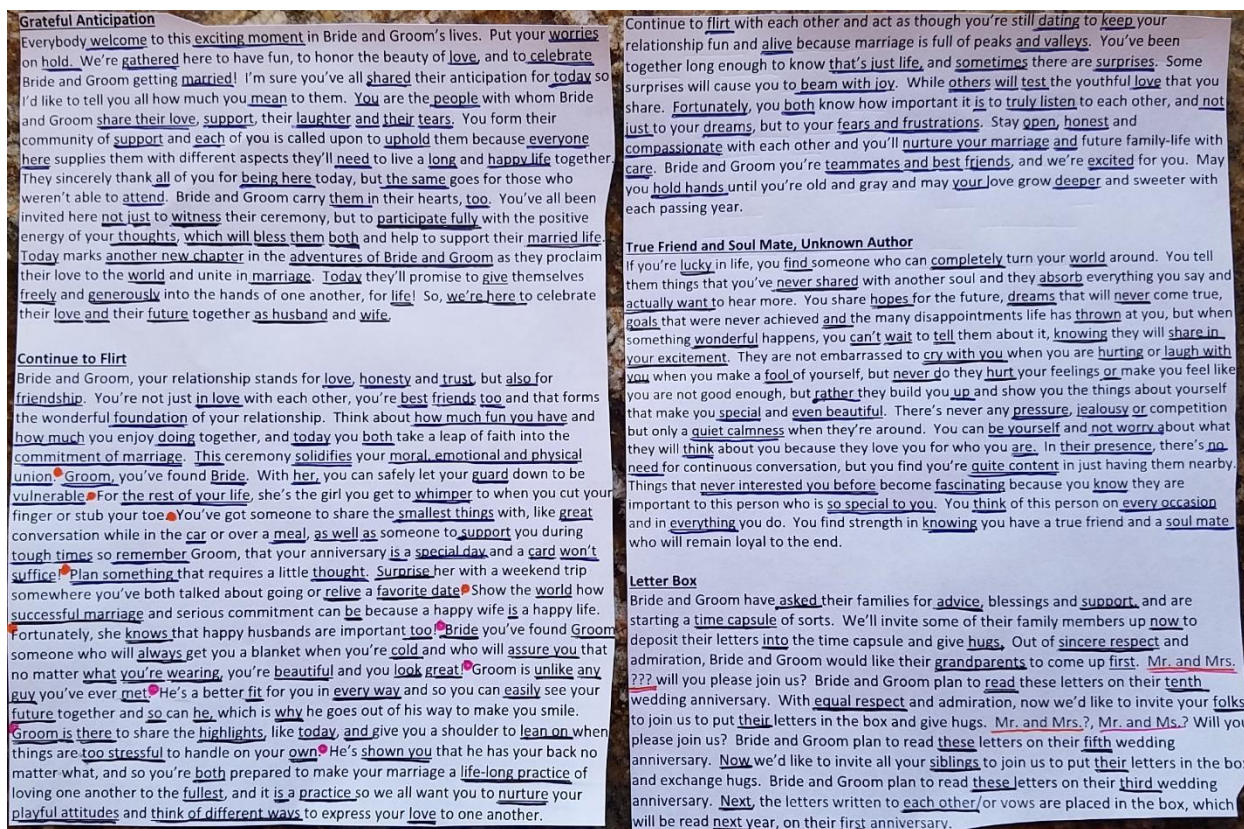
- 1.** Download a voice recorder app to your phone. Record yourself reciting ceremony material so that you can hear what you sound like before starting the video training. I use Hi-Q found [here](#).
- 2.** Silently read the cheat sheet sections as you watch the videos of me reciting that same ceremony material. Then try to match my cadence and read out loud and along with me. Do this at least fifteen times per ceremony section chosen by your couple. There's no such thing as too much practice.
- 3.** Underline some of your ceremony sections using blue ink and some sections with black ink or other contrasting color. This is another great way to keep your spot on the page.
- 4.** Put a colored dot before sentences that address the bride and a different color dot before sentences that address the groom. Knowing who to look at before you even start reading the sentence will help you to sound genuine and will also help you keep your spot on the page.



5. Make sure to print your materials with a font large enough to easily see. Straining to focus will kill your timing.

6. Record yourself again once you feel like you've improved. I'm willing to bet you'll still have places to improve and that's okay. Practice, practice, practice. I rehearsed 4-5 hours for my first wedding. Remember, you've been asked to officiate because they think you'll do a great job. Prove them right. It feels great to exceed people's expectations.

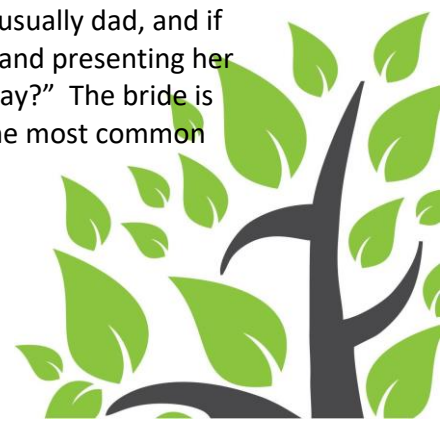
I'm happy to help beyond video training with 1 on 1 coaching. Check it out [HERE](#).



Don't email the cheat sheets to your couple. Replace the ceremony material within their outline with the "cheat sheet" versions and then you're ready to paste it into your ceremony book.

I mention the newbie mistakes to avoid in the ceremony material instructions, but feel they're important enough to reiterate.

***Avoid this newbie mistake** and make sure you're on the same page as the Bride and her escort. Before their ceremony ask the bride if someone is escorting her down the aisle, usually dad, and if she'd like you to ask him, "Who has the honor of escorting Bride down the aisle and presenting her to Groom?" That's the contemporary way of asking, "Who gives this woman away?" The bride is not a possession or gift. If her parents are still married, "Her mother and I." is the most common response.



I usually ask the bride if she wants me to ask this question while she and I are away from her dad, just in case she says no. There's no need to hurt dad's feelings unnecessarily. Good vibes are the goal!

**Avoid this newbie mistake* and start every ceremony by asking the guests to, "Please rise" when you see the bride about to walk in. I usually take a few steps forward with the groom to meet the bride and her dad, to then ask, "Who has the honor of escorting Bride down the aisle and presenting her to Groom?"

Make sure the groom knows to acknowledge her dad with a handshake or hug, however they're most comfortable, and to make sure Bride has a chance to kiss dad before he sits and she hands her bouquet off to the maid of honor.

**Avoid this newbie mistake.* Be sure to then instruct the guests to sit back down by saying, "Please be seated." Wait until the maid of honor has finished straightening out the bride's dress before beginning their "welcoming guests."

**Avoid this newbie mistake* and be sure to ask their guests to "Please rise" before pronouncing them as husband and wife. "Ladies and gentlemen will you all please rise as I get to introduce for the first time ever, Mr. and Mrs!!!" Allow the bridal party, then the bride's parents, then the groom's parents to exit before you. If grandparents or others in the front row stand up and walk out in front of you, it's not a big deal. They're all important people. As I'm walking out I usually say to the crowd, "We're going to sign their marriage license and then Bride and Groom will be snapping photos, but invite everyone to start the party during cocktail hour and they can't wait to join you soon. Have a great night!"

Thank you again for investing in my ceremony process and for allowing me to guide you. I sincerely wish you the best of luck. If you wind up loving officiating weddings and want to try to make a living from it, reach out and ask for my help. God speed!

