

Hawkeye Notary and Officiant Services

Notary Public – Notary Signing Agent – Weddings – Baptisms

Cara S. Rungo, M.Div., Ordained Minister

417 S. Main St., Pomeroy, IA 50575

Phone: 712-468-2024 Fax: 712-468-2024

Email: cararungo@hawkeyenotary.com

Website: <http://www.hawkeyenotary.com>

WEDDING DATE RETAINER FORM

Wedding Date: _____ Time: _____ Day of Week: _____

Location of the Ceremony/Phone: _____

Reception Site Address/Phone if Different: _____

Photographer Name & Phone: _____

Videographer Name & Phone: _____

Rehearsal Date, Time, and Location: _____

	Bride	Groom
First/Last Name:	_____	_____
Street Address:	_____	_____
City/State/Zip:	_____	_____
Home Phone:	_____	_____
Alternate Phone:	_____	_____
Date of Birth:	_____	_____
Denomination:	_____	_____
Email:	_____	_____

Total # in Wedding Party: _____

Total # Guests: _____

(Double left-click to check boxes)

Will there be a processional: Yes No

Recorded wedding music needed: Yes No

PA system needed: Yes No

Giving away of the bride: Yes No

Double-ring ceremony: Yes No

Unity Candle: Yes No

Sand Ceremony: Yes No

Rose Ceremony: Yes No

Holy Communion: Yes No

Signing of license during ceremony: Yes No

Candelabras needed: Yes No

Will you write any of your own vows: Yes No

Astrological counseling: Yes No

Bride previously married: Yes No

Groom previously married: Yes No

Type of wedding: Formal Semi-formal Semi-informal Informal

What are your wedding colors? _____

Color of bride's dress _____

Special requests: _____

Parties must obtain a license from the County Court Clerk before the ceremony.

Marriage licenses are valid for six (6) months in Iowa.

Services are provided upon payment in advance only. I understand that if services are cancelled or if services are rescheduled and Cara S. Rungo cannot officiate, the retainer fee is not refundable. The total balance of the fee must be paid before the ceremony is performed. I understand that my wedding date will not be reserved until the retainer fee is paid.

Name of Responsible Parties: _____

Signature of Responsible Party: _____ Date: _____

Signature of Responsible Party: _____ Date: _____

Signature and Date of Acceptance by Cara S. Rungo, Minister: _____

Please complete, sign, and return Wedding Date Retainer Form via mail, email, or in person.

Date Retainer Fee: \$150.00 Date Retainer Fee Paid

I've paid the retainer fee using PayPal at [Hawkeye Notary](#)

I've enclosed a check with my retainer form

I'll pay when we meet to discuss our wedding

FOR HAWKEYE NOTARY & OFFICIANT SERVICES USE ONLY

Retainer Fee \$ _____ ; Officiant Fee \$ _____ ; Counseling Fee \$ _____ ; Total Balance Due
\$ _____ Paid in Full: _____