



CONTRACT FOR WEDDING OFFICIANT SERVICES (TDCJC)

Contract Date: _____

Parties:

- Spouse (Free-world Individual):

- Name: _____
- Date of Birth: _____
- Address: _____
- Phone Number: _____

-

- Incarcerated Individual:

- Name: _____
- TDCJ Number: _____
- Facility: _____
- Date of Birth: _____

Date: _____ Time: _____

Location: _____

Ceremony Package: _____ Amount: _____

Ring size and metal color : Size: _____ Metal: _____

Travel Fee: \$ _____

Total Due Now : _____

DEPOSIT (50%): \$ _____ Balance Due:

Payment Terms for Wedding Services

- **Deposit:** A non-refundable deposit of 50% of the total contracted amount is required to secure your wedding date and confirm our services. This deposit ensures that we can begin planning and dedicating resources exclusively to your wedding.

- **Remaining Balance:** The remaining 50% balance is due no later than 14 days before the scheduled wedding date. Failure to submit the final payment by this date may result in cancellation of services.
- **Payment Methods:** We accept payments via Apple Pay, Zelle, Invoice Payment Link. Instructions for payment will be provided upon booking.
- **Cancellation Policy:** Please note that the 50% deposit is non-refundable in the event of a cancellation. However, we understand that unforeseen circumstances may arise, and we're committed to working with you to reschedule if needed.
- **Late Fees:** A late fee of [insert percentage or amount, if applicable] may be applied to any remaining balance not paid by the due date.

By proceeding with the deposit, you agree to these terms. If you have any questions or need to discuss alternative arrangements, please feel free to reach out.

Wedding Ceremony Responsibilities, Guidelines, and Terms

Officiant Responsibilities:

1. **Ceremony Preparation:**
 - Ensure all legal documentation and marriage licenses are in order prior to the ceremony.
 - Prepare and review wedding vows or personal messages, if applicable, in advance.
2. **TDCJ Compliance:**
 - Abide by all Texas Department of Criminal Justice (TDCJ) facility regulations and dress codes.
 - Coordinate with TDCJ officials regarding the schedule, conduct requirements, and any facility restrictions.
3. **Ceremony Facilitation:**
 - Conduct the ceremony on the agreed-upon date and time, following TDCJ rules for timing and interactions.
 - If the ceremony is delayed due to factors beyond the officiant's control, attempt to reschedule with TDCJ officials if possible.
4. **Photography Coordination:**
 - Coordinate with the agreed photographer or videographer, ensuring photo and video sessions comply with TDCJ restrictions.

Inmate Responsibilities:

1. **Compliance with TDCJ Rules:**
 - Follow all TDCJ facility guidelines, including conduct, dress code, and approved movements.
2. **Respectful Behavior:**
 - Maintain respectful and appropriate behavior during the ceremony, ensuring that all interactions comply with TDCJ policies.
3. **Timeliness:**
 - Be prepared and on time to minimize delays; failure to do so may result in rescheduling or cancellation.

Bride/Groom (Free-World Spouse) Responsibilities:

- 1. Legal Documentation:**
 - Obtain and submit all required legal documentation, including marriage licenses, within deadlines set by TDCJ.
- 2. Compliance with TDCJ Dress Code:**
 - Adhere to TDCJ's dress code requirements for visitors, ensuring attire is respectful and facility-appropriate.
- 3. Payment and Financial Obligations:**
 - Submit a 50% non-refundable deposit upon booking.
 - Pay the remaining 50% balance at least 14 days before the ceremony date.
 - A late fee of \$350 will apply if the bride/groom or other party arrives more than 30 minutes late, which may result in delayed, cancelled, or rescheduled ceremony times.
- 4. Timeliness:**
 - Arrive punctually on the scheduled day to avoid delays; failure to arrive on time may result in a rescheduling fee.
- 5. Respectful Conduct:**
 - Maintain respectful behavior throughout the process, including interactions with TDCJ staff and the officiant.

Conduct and Behavior Guidelines:

- 1. Prohibited Conduct:**
 - Disrespectful or disruptive behavior by any party will not be tolerated and may result in immediate cancellation of the ceremony.
 - Any attempt to bring contraband or unapproved items into the TDCJ facility is strictly forbidden.
 - Failure to comply with TDCJ dress codes, facility guidelines, or restrictions may lead to cancellation of the ceremony without refund.
- 2. Non-compliance Consequences:**
 - Violations of TDCJ rules or failure to adhere to officiant or facility guidelines will result in immediate termination of services, potentially without refund.
 - Any guest displaying unacceptable behavior may be asked to leave or escorted out by TDCJ personnel, and the ceremony may be rescheduled at an additional cost if required.

Photography, Likeness, and Content Use:

- 1. Photography Ownership:**
 - All photographs and videos taken during the ceremony are the property of the officiant and/or designated photographer unless otherwise agreed in writing.
- 2. Release for Content Use:**
 - By participating in the ceremony, the bride/groom, inmate, and guests agree to allow the use of their likenesses for promotional or professional use by the officiant or wedding services team, unless otherwise specified in writing.
- 3. Restrictions:**
 - All photo or video content captured within the TDCJ facility is subject to facility restrictions. Unauthorized reproduction, sharing, or use may be prohibited by TDCJ policies and will be taken by TDCJC employees only.

Rescheduling and Cancellation Policy:

1. Acts of God:

- If the wedding must be rescheduled due to an Act of God (such as severe weather, natural disaster, or other unforeseen natural events), the officiant will reschedule the ceremony at no additional charge within six (6) months of the original date.

2. Client-Initiated Rescheduling:

- If the couple wishes to change the wedding date for personal reasons unrelated to facility or natural causes, a rescheduling fee of \$350.00 will apply.
- The rescheduled date must be coordinated with the officiant and TDCJ facility availability.

3. Facility-Initiated Rescheduling:

- If TDCJ cancels or reschedules the wedding due to facility-specific issues (e.g., lockdowns, security protocols), the officiant will reschedule the ceremony at no additional charge within one (1) year of the original date.
- If the client prefers not to reschedule due to a facility-initiated cancellation, the officiant will issue a refund of the contracted amount minus the non-refundable deposit.

4. Conduct-Related Cancellations:

- If the facility cancels the wedding due to the conduct or actions of the incarcerated individual, the bride/groom, or any guest (e.g., non-compliance with facility rules, disrespectful behavior), all monies paid will be forfeited, and no refund or rescheduling will be provided.

These terms ensure fairness and clarity, respecting both the facility's regulations and the commitment to provide a meaningful wedding experience.

What to Bring on the Day of the Wedding

1. Marriage License:

- Bring the official, signed marriage license obtained from the county clerk's office. This is required for the ceremony to be legally recognized.

2. Identification:

- All attendees, including the free-world spouse, guests, and any pre-approved witnesses, must bring **valid government-issued photo identification** (e.g., driver's license, state ID, or passport) for facility check-in.

3. Confirmation of Payment:

- Bring a printed or electronic receipt confirming full payment for officiant services and any other fees due. This helps avoid misunderstandings on the day of the ceremony.

4. Attire:

- Dress appropriately per TDCJ's dress code requirements. Clothing should be respectful, modest, and free of offensive graphics or revealing cuts. Avoid excessive jewelry, high heels, and any attire that may not meet facility guidelines.

5. Vows or Personal Messages (if applicable):

- If you've prepared personal vows or a short message for the ceremony, bring a printed or memorized copy. Ensure it is in compliance with facility guidelines to prevent any last-minute issues.

6. Any Approved Wedding Accessories:

- If TDCJ allows small accessories such as a ring or handkerchief, ensure these are pre-approved and brought according to facility regulations. Rings may be subject to inspection or restrictions.

7. Contact Information:

- Have a copy of the officiant's and TDCJ facility's contact numbers in case of any last-minute changes or questions.

8. Patience and a Positive Attitude:

- While it's an exciting day, keep in mind that waiting times and unexpected delays may occur. Your patience and flexibility will help make the day as stress-free and joyful as possible.

Non-Liability for Non-Performance or Delays

The Officiant will not be held liable for any compensation or damages resulting from non-performance of any ceremony or function due to incapacitation, non-arrival, late arrival, or errors and omissions of any kind. However, if for any reason (by no fault of the Officiant) the ceremony begins 45 minutes or more after the scheduled time, the Officiant reserves the right to perform a brief civil ceremony in place of the originally agreed-upon ceremony.

This adjustment ensures that the marriage is legally recognized despite delays, though it will reduce the length and content of the planned service.

Before signing the contract and agreement or remitting payment, if you have any questions please feel free to contact me directly at 214.815.8743 or email devinann.white@dwhiteloveweddings

Officiant Signature

Date

Bride/Groom (financially responsible party)

Date

Absent Party

Date