

## Wedding Information Sheet

This sheet gives us an idea of the basic plan for your wedding so we can reserve the space. Along with this form, a reservation fee of \$150 is due. This will go toward your final bill or will be returned if you cancel the wedding more than a month in advance of your wedding date. Once this form and the reservation fee have been secured, the Church office will contact you to confirm your reservation.

**BRIDE/GROOM #1:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIPCODE: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**BRIDE/GROOM #2:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIPCODE: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**WEDDING:** Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: Chapel or Sanctuary

RECEPTION: Time: \_\_\_\_\_ Place: \_\_\_\_\_

REHEARSAL: Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Anticipated Number of Attendees?** (Rough Estimate)

**Family Members/Friends Helping to Plan the Wedding:**

\_\_\_\_\_  
Relationship to Couple: \_\_\_\_\_  
\_\_\_\_\_  
Relationship to Couple: \_\_\_\_\_

Tentative date of Pre-Wedding Check In (week before wedding date):

**We have read the policies of the church on weddings and will adhere to them.**

**Bride/Groom #1: (signature)** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Bride/Groom #2: (signature)** \_\_\_\_\_ **DATE:** \_\_\_\_\_

### For Office Use Only

Church Office staff and volunteers please date and sign each item once completed.

Date Received:

Bride(s)/Groom(s) contacted:

Date Entered:

Date of pre-wedding meeting:

Payment Received:

A/V Tech Secured (if taking place in the Sanctuary)?

## Wedding Planning/Details Worksheet

Please bring this completed worksheet with you when you meet with our pastors about your wedding. If you are using a minister from outside our church, please bring completed form when you meet with the wedding coordinator the week prior to your wedding.

**BRIDE/GROOM #1:** \_\_\_\_\_

**BRIDE/GROOM #2:** \_\_\_\_\_

### What time will you need access to the church building?

Please note: the day of your wedding, you can have access to our building for reasonable setup time. However, a staff member may not be available during the entirety of that time. Any setup MUST be reserved with the Church Office. Please do not show up the day before your wedding/reception to setup the Sanctuary/Courtyard without reserving the space as this could impact other events in our building. See our Wedding Policies for more details.

**HOW MANY CONFIRMED/ANTICIPATED GUESTS?:** \_\_\_\_\_

**MINISTER:** \_\_\_\_\_ Phone: \_\_\_\_\_

**PHOTOGRAPHER** \_\_\_\_\_ Phone: \_\_\_\_\_

**ATTENDANTS:** how many, each? \_\_\_\_\_

*(Please list all of the following by name.)*

**BRIDE/GROOM #1**

**BRIDE/GROOM #2**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ring Bearer: \_\_\_\_\_

Flower Girl: \_\_\_\_\_

Ushers: \_\_\_\_\_

Servers: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Unity Symbol? \_\_\_\_\_ Is the Bride giving flowers to Mothers? \_\_\_\_\_ Number of rings: \_\_\_\_\_

Bride to be given away? \_\_\_\_\_ By whom? \_\_\_\_\_ Relationship \_\_\_\_\_

How many candelabras \_\_\_\_\_ Flower arrangements up front? \_\_\_\_\_

List any of the following will take an active part in the service or need to be seated:

**BRIDE/GROOM #1**

**BRIDE/GROOM #2**

Parent #1: \_\_\_\_\_ Parent #1: \_\_\_\_\_

Parent #2: \_\_\_\_\_ Parent #2: \_\_\_\_\_

Parent #3: \_\_\_\_\_ Parent #3: \_\_\_\_\_

Parent #4: \_\_\_\_\_ Parent #4: \_\_\_\_\_

Grandparents: \_\_\_\_\_ Grandparents: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Others: \_\_\_\_\_ Others: \_\_\_\_\_

\_\_\_\_\_

Candle lighters: \_\_\_\_\_

**MUSIC:**

CD/MP3? \_\_\_\_\_

Accompanist: \_\_\_\_\_ Instrument: \_\_\_\_\_

Vocalist(s): \_\_\_\_\_

Songs to be sung/played: \_\_\_\_\_ Place in the service

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Instrumental music: \_\_\_\_\_ Place in the service

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CATERER:**

**BARTENDER:**

Bartender license on file?

Has the wedding license been secured?0

Any questions about the Wedding Policies?