

Wedding Information Forms

To be filled out and returned to the church office
at the time the church is reserved.

Wedding Timetable

- 6-12 months before the wedding
 - ❖ Contact church
 - ❖ Meet with pastor; obtain approval for wedding
 - ❖ Set date for wedding and rehearsal
 - ❖ Consult with church's wedding coordinator
- 1-6 months before wedding
 - ❖ Counsel with pastor
 - ❖ Set wedding service Order of Worship
 - ❖ Consult with organist concerning selection of music
 - ❖ Have soloist's music approved by pastor and organist
 - ❖ Arrange for flowers, photographer, and caterer
 - ❖ Purchase wedding programs (if desired)
- 1 month before wedding
 - ❖ Obtain license
- 2 weeks before wedding
 - ❖ Pay any balance of fees to the church office.
- Wedding week
 - ❖ Inform wedding coordinator and church office of flower delivery time
 - ❖ Deliver license to church (at least 1 week prior)

Our Marriage Covenant

We fully understand that being married in the church means that we are not only united to one another, but that we have included Christ as a partner in our marriage.

Therefore, we promise before God that our marriage will be based upon Christian values and morals and that we will seek our Lord's guidance in all things by being actively involved in the life and work of a Christian congregation.

We sincerely desire God's blessing upon our union.

Date: _____

Signature

Signature

WEDDING INFORMATION FORM

(Give full legal names, please print clearly)

(Full Name) _____ Prefers to be called: _____

(Full Name) _____ Prefers to be called: _____

Rehearsal Date _____ Time _____

Wedding Date _____ Time _____

Place of Wedding: Sanctuary _____ Chapel _____ Other _____

Place of reception: At First Presbyterian _____ Yes _____ No

If no, where:

How long have you known each other? _____

How long have you been engaged? _____

Your address after the wedding:

Home Phone: _____ Cell Phone: _____

Home Phone: _____ Cell Phone: _____

Email:

Email:

INFORMATION CONCERNING THE WEDDING PARTY
(if applicable)

Name of Best Man

Maid/Matron of
Honor _____

Groomsmen

Bridesmaids

Ushers _____

Ring bearer(s) _____ Age(s) _____

Flower Girl(s) _____ Age(s) _____

Reader(s) _____

Scripture Selection(s) _____

Will there an escort down the aisle? _____

If yes, by whom? _____ Relation: _____

Will the bridesmaids walk alone or will they be escorted by the groomsmen?

INFORMATION CONCERNING ONE INDIVIDUAL

Address _____

City _____ St _____ Zip _____

Age _____

What church are you a member of? _____

Parent name: _____ Attending? _____

Parent name _____ Attending? _____

Other parents _____ Attending? _____

Others _____

Are you:

Single ____ Widowed ____ Divorced ____ If widowed/divorced, how long? _____

Name(s) and age(s) of any children

INFORMATION CONCERNING ONE INDIVIDUAL

Address _____

City _____ St _____ Zip _____

Age _____

What church are you a member of? _____

Parent name: _____ Attending? _____

Parent name _____ Attending? _____

Other parents _____ Attending? _____

Others _____

Are you:

Single ____ Widowed ____ Divorced ____ If widowed/divorced, how long? _____

Name(s) and age(s) of any children

OTHER IMPORTANT INFORMATION

Outside Wedding Planner _____

Phone: _____

Florist _____

Phone: _____

Photographer _____

Phone _____

Videographer _____

Phone _____

Caterer (if reception is at church) _____

Phone _____

Soloist _____

Phone _____

COMPUTING YOUR WEDDING COSTS

	<u>Member</u>	<u>Non Member</u>	
Pastor (Suggested honorarium \$300)		\$400.00	_____
Church Sanctuary	--	\$750.00	_____
# Chapel	--	\$300.00	_____
Fellowship Hall (Suggested donation \$300)		\$700.00	_____
** Organist			
Wedding & Consultation	\$250.00	\$300.00	_____
* Sexton			
(Rehearsal & wedding)	\$150.00	\$150.00	_____
14- Candle Candelabras	\$50.00	\$50.00	_____
* Wedding Coordinator	\$250.00	\$250.00	_____
TOTAL DUE			\$ _____
Less Deposit			\$ _____

Amount Due 2 Weeks Prior to Wedding
 \$ _____

* Required Fees

** Organist-This fee covers a consultation, the wedding rehearsal and the wedding date only. Add \$50.00 per hour for additional rehearsal with soloist or other musicians. Soloist/Musicians fees are negotiated directly with the individual(s).All music must be pre-approved by the organist and the Pastor.

Fees may be adjusted by pastor for small weddings held in the chapel during regular business hours with no rehearsal and no music.

\$100.00 deposit must be paid at time wedding date is placed on church calendar.

For office use

Deposit

Date Paid _____

Ck # _____ \$ _____

Cash \$ _____

Received by _____

Additional Payments:

Date Paid _____

Ck # _____ \$ _____

Cash \$ _____

Received by _____

Copies to:

Office _____

Finance Manager _____

Pastors _____

Calendar _____ date _____

Organist _____

Sexton _____

Wedding Coordinator _____