

Information Sheet for Marriages

Wedding for _____ & _____
Bride (Full Name) Groom (Full Name)

Is the bride or groom a member of Second Presbyterian Church? _____

What will be your full mailing address after the wedding?

Street/Apt# City/State Zip

Wedding Day

Bride's home phone _____ Bride's work phone _____

Groom's home phone _____ Groom's work phone _____

Wedding Date _____ Time _____ Location ___ Sanctuary ___ Chapel ___

Rehearsal Date _____ Time _____

Will the bride dress at the church? _____ Will the groom dress at the church? _____

What time does the church need to be open? _____ AM/PM

Equipment Needed: Kneeling Bench ___ Stand for Guest Book ___

Reception at Church? ___ (The use of the Fellowship Hall or other church facilities must be reserved on a separate form.)

Services

The Second Presbyterian Wedding Director has been contacted and time and date confirmed: YES NO
 (The church's wedding director must be used for all weddings. Assistants may be used only with approval from the director.)

The minister performing the ceremony will be _____

Additional clergy _____ Phone _____

Church and Address _____

Organist _____ If not using church organist/ has guest organist been approved? YES NO

Photographer _____ Phone _____

Address _____

I have given a "Photography Policy for Weddings" to the photographer. YES NO

Videographer _____ Phone _____

Address _____

I have given a "Photography Policy for Weddings" to the videographer. YES NO

Florist _____ Phone _____

Address _____

The Second Presbyterian Flower Coordinator has been contacted. YES NO

I have given a "Wedding Policy for Flowers and Decorations" form to the florist. YES NO

Wedding Party

Bridesmaids _____
 Maid/Matron of Honor _____
 Flower Girl(s) _____
 Groomsmen _____
 Best Man _____
 Ring Bearer(s) _____
 Others _____
 Number of guests expected _____

Seating Arrangements

Bride's Side	Groom's Side
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Notes & Miscellaneous

**WEDDINGS WILL NOT BE SCHEDULED UNTIL THIS FORM HAS BEEN
 COMPLETELY FILLED OUT AND RETURNED TO THE CHURCH OFFICE.**