

# 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 \_\_\_\_\_  
Bride's home phone \_\_\_\_\_ Bride's work phone \_\_\_\_\_

## Wedding Day

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 Church 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

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

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

**SECOND  
PRESBYTERIAN**

*Finding direction by following Jesus.*