

Wedding Information Form

Please furnish the following information (as best you can at this point) so that our Wedding Team, pastors, and church staff may best assist you in your plans. One copy will go to the **pastor** who is performing the wedding and another copy to the **wedding team member** who will be working with you.

General Information

Member wedding _____ Non-member wedding _____

Officiating Pastor _____

Wedding Date _____ Time _____

Where will the service be held? _____

Rehearsal Date _____ Time _____

Wedding Team member _____

Premarital Consultation:

Initial Interview _____ with _____

Second Meeting _____ with _____

Third Meeting _____ with _____

Fourth Meeting _____ with _____

Fifth Meeting _____ with _____

Sixth Meeting _____ with _____

The Bride and Groom

Bride's Name _____

Address _____

Home Phone _____ Work Phone _____

E-mail (if checked regularly) _____

Church Affiliation _____

Parents' Names _____

Groom's Name _____

Address _____

Home Phone _____ Work Phone _____

E-mail (if checked regularly) _____

Church Affiliation _____

Parents' Names _____

Notes _____

The Wedding Party (Please *print* all names as they should appear in the printed bulletin.)

Maid/Matron of Honor _____

Best Man _____

Attendants of the Bride:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Attendants of the Groom:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Ring Bearer _____

Flower Girl _____

The Wedding Party (continued)

Ushers (If groom's attendants will be ushering, do not repeat names here.)

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

Acolyte(s) _____

Bride's Book _____

Family Members Participating in Wedding

Other Information

Reception:

Location _____ Time _____

Florist & Decoration:

Name of Florist _____

Address _____

Phone _____ FAX _____

Times needed for setup/decoration _____

When will florist remove decorations? _____

Special use of flowers after wedding? _____

Florist notified of wedding policy on _____ via _____

Photography:

Name of Photographer _____

Address _____

Phone _____ FAX _____

Photographer notified of wedding policy on _____ via _____

Video Technician _____

Music & Sound:

Name of Organist _____

Address _____

Phone _____ FAX _____

Name of Pianist _____

Address _____

Phone _____ FAX _____

Sound Technician _____

Other Musicians:

Wedding Fees and Expenses

Date & Time of Wedding: _____

Date & Time of Rehearsal: _____

Sanctuary:	Usage	\$ _____
	Utilities: Rehearsal (on _____ off _____)	_____
	Utilities: Ceremony (on _____ off _____)	_____
Chapel:	Usage	_____
	Utilities (on _____ off _____)	_____
Fellowship Hall/Wing:	Usage	_____
	Utilities (on _____ off _____)	_____
Pastor		_____
Organist/Pianist: Ceremony	_____	_____
	Rehearsal	_____
Sound Technician (rehearsal & ceremony)		_____
Video Technician (rehearsal & ceremony)		_____
Bulletin Printing Fee (wedding party supplies bulletins)		_____
Custodial:	Sanctuary	_____
	Chapel	_____
	Fellowship Hall	_____
Additional Utilities (list in detail below):		
_____	(on _____ off _____)	_____
_____	(on _____ off _____)	_____
_____	(on _____ off _____)	_____

Total Charges \$ _____

One-half due when wedding scheduled _____

Balance due seven days prior to wedding _____

I have read the Wedding Guidelines and the Schedule of Fees and Expenses of First United Methodist Church of Alvin. I agree to abide by the guidelines, and I clearly understand and accept the schedule of charges and appropriate deposits as outlined.

Bride's signature _____ Date _____

Groom's signature _____ Date _____