

**FIRST BAPTIST CHURCH
WEDDING REQUEST FORM**

Date of Wedding _____ **Time** _____

Bride's Name _____ **Church Member/Where?** _____

Address _____

Home Phone _____ **Cell Phone** _____

Groom's Name _____ **Church Member/Where?** _____

Address _____

Home Phone _____ **Cell Phone** _____

Minister _____

If Guest Minister: Address _____

Church Phone _____ **Cell Phone** _____

Organist _____ **Pianist:** _____

If Guest Organist: Address _____

Home Phone _____ **Cell Phone** _____

Wedding Director _____ **Phone** _____

Assistant Wedding Director _____ **Phone** _____

Florist _____ **Phone** _____

Photographer _____ **Phone** _____

Audio Operator _____ **Phone** _____

Videographer _____ **Phone** _____

Reception at church? Yes _____ No _____ **If yes, Fellowship Hall** ____ **or Social Hall** ____

Caterer: _____ **Phone** _____

Florist and/or Caterer would like access to the facilities **Date** _____ **Time** _____

Rehearsal Date _____ **Time** _____ **to** _____

Room(s) Required _____

Wedding Date _____ **Time** _____ **to** _____

Room(s) Required _____

Building Fees, if applicable: Description of facility charges _____

Amount Due to Church Office _____ Date Paid _____

Paid to: _____

Custodian Fees: Description of fees charged: _____

Amount Due Church Office _____ Date Paid _____ To Whom _____

Caretaker Fees to be paid directly to Caretaker: Amount Due _____

Audio Fees to be paid directly to Audio Operator: Amount Due _____

Videographer Fees to be paid to directly to Operator: Amount Due _____

Minister and Musician(s) Fees to be paid directly to the individual.

OTHER PERTINENT INFORMATION _____

Signature of the Bride and/or Groom _____

Date _____

FOR OFFICE USE:

_____ **Approved and Scheduled**

_____ **Not Approved and Reason _____**

Authorized Signature _____ Date _____