

# Wedding Request Form

If you are interested in having a New Albany First pastor perform your wedding ceremony (either here at New Albany First or at another location) or if you're just interested in doing your premarital counseling through New Albany First, you may submit your request using this request form. Please fill in as much information as you can at this time.

Name of Bride \_\_\_\_\_

Name of Groom \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_

Work Phone (\_\_\_\_) \_\_\_\_\_

Work Phone (\_\_\_\_) \_\_\_\_\_

Cell Phone (\_\_\_\_) \_\_\_\_\_

Cell Phone (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Birthdate \_\_\_\_\_ / \_\_\_\_\_ / 19\_\_\_\_

Birthdate \_\_\_\_\_ / \_\_\_\_\_ / 19\_\_\_\_

Are you currently living together? Y / N

Married previously? Y / N Children? Y / N

Married previously? Y / N Children? Y / N

Do you regularly attend New Albany First? Y / N

Do you regularly attend New Albany First? Y / N

What ministries/small groups are you involved with at New Albany First? \_\_\_\_\_

Home Phone and Address of Bride and Groom after the wedding:

Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## Nature of Request

We want to request... (please check only one)  Premarital counseling only  Premarital counseling and a wedding at New Albany First (\$500)  Premarital counseling and a wedding at another location

## Wedding Information

Because schedules do not always allow us to honor your first preference for date or pastor, we ask that you indicate both a first and second preference. We will do our best to honor your first preference, but if we cannot do so, leaving the second preference sections blank will slow us down in processing your request.

1<sup>st</sup> Preference: Month/Date/Year \_\_\_\_\_ Day of Week \_\_\_\_\_ Time \_\_\_\_\_

2<sup>nd</sup> Preference: Month/Date/Year \_\_\_\_\_ Day of Week \_\_\_\_\_ Time \_\_\_\_\_

Pastor Requested for Wedding: 1<sup>st</sup> preference \_\_\_\_\_ 2<sup>nd</sup> preference \_\_\_\_\_

Which is more important to you? (Check only one)  Finding a date that will work for the pastor we requested  Finding a pastor whose schedule can accommodate the date we requested

Place of Wedding: NEW ALBANY FIRST / OTHER (please specify name of location): \_\_\_\_\_

### *For weddings to be held at New Albany First:*

How many guests do you anticipate? \_\_\_\_\_

**Cost for Wedding at New Albany First: \$500**

*An additional \$200 dollars for table set up & break down by the church*

We would like pictures taken: BEFORE / AFTER / BOTH

### *For weddings to be held at a different location:*

Location Address: \_\_\_\_\_

Name of Wedding Coordinator: \_\_\_\_\_

We would like pictures taken: BEFORE / AFTER / BOTH

## Rehearsal Information

### *For weddings to be held at New Albany First:*

Rehearsal date & time for weddings at New Albany First are determined by taking into account your preference, the pastor's schedule, and room availability. Please indicate your preference here:

Month/Date/Year \_\_\_\_\_

Day of Week \_\_\_\_\_ Time of Rehearsal \_\_\_\_\_

### *For weddings to be held at a different location:*

Couples getting married at a location other than New Albany First should take responsibility for setting the rehearsal date & time, taking into account the pastor's schedule and the availability of the site/room.

Month/Date/Year \_\_\_\_\_

Day of Week \_\_\_\_\_ Time of Rehearsal \_\_\_\_\_

## Reception Information

### *For receptions to be held at New Albany First:*

Preferred Start & End Time: \_\_\_\_\_ / \_\_\_\_\_

How many guests do you expect to participate? \_\_\_\_\_

Will you need use of the kitchen? Y / N *(an additional \$100)*

Will you use a caterer? Y / N Caterer: \_\_\_\_\_

### *For receptions to be held at a different location:*

Name of Location: \_\_\_\_\_

Location Address: \_\_\_\_\_

Is there any other information we should know that would assist us in serving you?

Wedding request completed by \_\_\_\_\_ Date \_\_\_\_\_

*Please mail your completed form to  
New Albany First Assembly – Attention: Ashton Becht  
2778 Charlestown Rd. – New Albany, IN 47150*

*Please allow two to three weeks for us to process your request.  
(We will contact you once your request has been processed.)*

Coordinator notes: \_\_\_\_\_

Couple# \_\_\_\_\_