

**FOR OFFICE USE ONLY**

Inquiry Date: \_\_\_\_\_ Ceremony Only ☐ Coord: \_\_\_\_\_  
☐ Tentative Rm. Reservation submitted \_\_\_\_\_ Cermny & Recptn ☐ Coord: \_\_\_\_\_  
Date \_\_\_\_\_  
  
☐ Marriage License Rcvd  
Payment Received: Amt. Ck # Date Rcvd  
Initial Pmt. \_\_\_\_\_  
Final Pmt. \_\_\_\_\_  
Sound Tech ☐ Not Needed ☐ Needed \_\_\_\_\_

**WEDDING INFORMATION**

PLEASE COMPLETE INFORMATION ON BOTH SIDES, AND RETURN THIS FORM TO THE CHURCH OFFICE.

Officiating Pastor

Wedding Day, Date, Time

**\*BRIDE:** \_\_\_\_\_

Home Phone: \_\_\_\_\_

\*Home Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

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

**\*GROOM:** \_\_\_\_\_

Home Phone: \_\_\_\_\_

\*Home Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

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

**FACILITIES**

Rehearsal Day/Date: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Wedding Day/Date: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

No. of Wedding Guests: \_\_\_\_\_

***In case of other pastor officiating or assisting:***

\*Outside Officiating Pastor: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Officiating Pastor's Church: \_\_\_\_\_ Church Phone: \_\_\_\_\_

**(Continued on Back)**

## **WEDDING INFORMATION cont...**

\*Maid/Matron of Honor/Witness: \_\_\_\_\_

\*Home Address: \_\_\_\_\_

\*Best Man/Witness: \_\_\_\_\_

\*Home Address: \_\_\_\_\_

***\*This information will be used for the Marriage License. PLEASE make sure it is the correct spelling of the individual's legal name and the correct address, state and zip etc. Thank you!***

Organist: \_\_\_\_\_

Soloist(s): \_\_\_\_\_

Father/Mother of the Bride: \_\_\_\_\_ Phone: \_\_\_\_\_

Father/Mother of the Groom: \_\_\_\_\_ Phone: \_\_\_\_\_

Florist/Decorator: \_\_\_\_\_ Phone: \_\_\_\_\_

Flowers: ☐ Leave for Church ☐ Take for Reception

Photographer: \_\_\_\_\_ Phone: \_\_\_\_\_

Pictures: ☐ Before Wedding ☐ After Wedding Time: \_\_\_\_\_

## **AFTER THE WEDDING**

To the Bride / Groom:

Will you be changing your last name?

☐ No ☐ Yes. If so, please indicate after-wedding name:

Bride: \_\_\_\_\_

Groom: \_\_\_\_\_

What will be your mailing address after the wedding?

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