WEDDING INFORMATION FORM

Please complete as much of this form as you can. Any blank spaces can be filled in later when speaking with your Wedding Coordinator. Put “N/A” in spaces that do not pertain to your wedding.

Upon receipt of this Wedding Information Form, we will assign a Wedding Coordinator. The Wedding Coordinator will contact you to set up a meeting with you and your fiancee to meet at the church to review final details.

WEDDING PARTY

BRIDE

Name ________________________________
Email ________________________________
Address ______________________________
City ________________________________
State/Zip ______________________________
Phone ________________________________

_________ Member ___________ Other

GROOM

Name ________________________________
Email ________________________________
Address ______________________________
City ________________________________
State/Zip ______________________________
Phone ________________________________

_________ Member ___________ Other

continued
MINISTRY

WEDDING PARTY continued

BRIDE’S FAMILY
Please list parents’ names, and/or stepmothers, and stepfathers
Parents____________________________________________
__________________________________________________
__________________________________________________
Mother ushered in by________________________________
Grandparents_______________________________________
__________________________________________________
Ushered in by_______________________________________
Ushered in by_______________________________________

GROOM’S FAMILY
Please list parents’ names, and/or stepmothers, and stepfathers
Parents____________________________________________
__________________________________________________
__________________________________________________
Mother ushered in by________________________________
Grandparents_______________________________________
__________________________________________________
Ushered in by_______________________________________
Ushered in by_______________________________________

WEDDING ATTENDANTS
Maid/Matron of Honor _________________________________
Bridesmaid_________________________________________
Bridesmaid_________________________________________
Bridesmaid_________________________________________
Bridesmaid_________________________________________
Bridesmaid_________________________________________
Bridesmaid_________________________________________
Best Man___________________________________________
Groomsman________________________________________
Groomsman________________________________________
Groomsman________________________________________
Groomsman________________________________________
Groomsman________________________________________

USHERS
(We recommend 1 usher per 50 guests) If groomsmen are also acting as ushers, please put a “**” next to his name.

__________________________________________________
__________________________________________________
__________________________________________________

continued
WEDDING PARTY  continued

MISCELLANEOUS PARTICIPANTS

Flow er Girl__________________________________________
(Give age—Must be at least 4 years old)

Ring Bearer _________________________________________
(Give age—Must be at least 4 years old)

Scripture Reader(s) ___________________________________
____________________________________________________
____________________________________________________

Bride’s Personal Assistant _____________________________

Guest Book Attendant ________________________________

Gift Table Attendant ________________________________

Programs _____ Yes _____ No

Handed out by ______________________________________
____________________________________________________

# of _________ Candle lighters (if children, please give age)
____________________________________________________

Or Wedding Coordinator will light candles prior to guests’ arrival.

MISCELLANEOUS DETAILS

ARRIVAL TIMES
Wedding party will arrive at

__________ 3:00 pm arrival for 5:00 pm wedding

__________ 5:00 pm arrival for 7:00 pm wedding

__________ 11:30 pm arrival for 1:30 pm wedding

Women will dress at ________ home ________ church

Men will dress at ________ home ________ church

CHURCH ITEMS/SERVICES
(Check all items/services that apply.)

______ Guest book podium

______ Candle lighter torches

______ Gift table

______ White tablecloth for gift table

(Bride may provide own if she wishes.

CEREMONY

Will you be giving roses to the mothers? Yes ____ No ____

Will you be using a Unity Candle? Yes ____ No ____

Will the mothers be lighting the Unity Candle Tapers?

Yes ____ No ____

The Processional will be: (check one)

______ Bridesmaids walking single file all the way
don the aisle.

______ With Groomsmen meeting Bridesmaids halfway
down the aisle.

______ With Groomsmen walking with Bridesmaids all
the way down the aisle.
CLEAN UP

Person in charge of cleaning out groom and bridal dressing room is ______________________________________________

Person in charge of taking all decorations, flowers, candles, gifts, etc. is __________________________________________

MUSIC

MUSICAL CONSULTANT: Lindsay Hefner  CONTACT INFO: 913-538-7800 or lindsay.hefner@cor.org

Contact Lindsay ASAP to get on her calendar. She must approve all wedding music. Lindsay will be able to help with music selections, soloists, instrumentalists, etc.

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<th>SOLOIST/INSTRUMENTALIST(S)</th>
<th>SONG(S)</th>
<th>ACCOMPANIST</th>
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EXTERNAL WEDDING SERVICES

PHOTOGRAPHER

Name _______________________________________________

Phone _______________________________________________

Pictures will be taken  ___Before  ___After  ___Both

Pictures may also be taken outside, weather permitting.

VIDEOGRAPHER

Name _______________________________________________

Phone _______________________________________________

FLORIST

Name _______________________________________________

Phone _______________________________________________

LIMOUSINE COMPANY

Name _______________________________________________

Phone _______________________________________________

REHEARSAL DINNER LOCATION

__________________________________________________

RECEPTION LOCATION

_______________________________________________
**MISCELLANEOUS DETAILS continued**

**MISCELLANEOUS NOTES**

___________________________________________________________________________________________________________

___________________________________________________________________________________________________________

___________________________________________________________________________________________________________

___________________________________________________________________________________________________________

___________________________________________________________________________________________________________

___________________________________________________________________________________________________________

___________________________________________________________________________________________________________

**CONTACT INFO FOR BRIDE AND GROOM AFTER THE WEDDING**

Date of Wedding _________________________________

Bride's Name _________________________________

Groom's Name _________________________________

Address after Marriage:

Street ___________________________________________ City________________________________________

State ___________________________________________ Zip _______________________________________

Phone ________________________________________ Email __________________________________________

**FOR OFFICE USE ONLY**

Pastor _______________________________________

Wedding Coordinator _____________________________

Date Form given to Wedding Coordinator______________________________