

## WEDDING INFORMATION FORM

(Please complete and return this form to the First Presbyterian Church office.)

DATE OF APPLICATION \_\_\_\_\_

**BRIDE'S FULL NAME** \_\_\_\_\_  
**ADDRESS** \_\_\_\_\_  
**PHONE** (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_ (Other) \_\_\_\_\_  
**EMAIL ADDRESS** \_\_\_\_\_ Check one:  Member  Non-member  
**PARENT'S NAME** \_\_\_\_\_ (Home Phone) \_\_\_\_\_

**GROOM'S FULL NAME** \_\_\_\_\_  
**ADDRESS** \_\_\_\_\_  
**PHONE** (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_ (Other) \_\_\_\_\_  
**EMAIL ADDRESS** \_\_\_\_\_ Check one:  Member  Non-member  
**PARENT'S NAME** \_\_\_\_\_ (Home Phone) \_\_\_\_\_

**WEDDING DATE** \_\_\_\_\_ **TIME** \_\_\_\_\_ (Bldg. available 3 hrs. prior to wedding)  
**REHEARSAL DATE** \_\_\_\_\_ **TIME** \_\_\_\_\_  
**RECEPTION HERE**  No  Yes (If Yes, please complete Facilities Use Form)

**FACILITIES & EQUIPMENT DESIRED** (No facilities are available to do hair and make-up at the church)

- |   |  |
|---|--|
| <input type="checkbox"/> Sanctuary (seats 425)<br><input type="checkbox"/> Fellowship Hall (seats 320 with 40 tables; accommodates 425 without tables)<br><input type="checkbox"/> Patio<br><input type="checkbox"/> Church Parlor (Bride's Dressing Room)<br><input type="checkbox"/> Room 13 (Groom's Gathering Room) | <input type="checkbox"/> Kneeling Bench<br><input type="checkbox"/> Table for Unity Candle<br><input type="checkbox"/> Guest/Register Stand: <input type="checkbox"/> Table <input type="checkbox"/> Lectern<br><input type="checkbox"/> Other _____<br><input type="checkbox"/> Decorations you want to bring _____ |
|---|--|

**NUMBER OF ATTENDANTS IN WEDDING** Women \_\_\_\_\_ Men \_\_\_\_\_ Children \_\_\_\_\_

**PHOTOGRAPHER** \_\_\_\_\_ **PHONE** \_\_\_\_\_  
**VIDEOGRAPHER** \_\_\_\_\_ **PHONE** \_\_\_\_\_  
**CATERER** \_\_\_\_\_ **PHONE** \_\_\_\_\_  
**MUSICIANS** \_\_\_\_\_ **PHONE** \_\_\_\_\_  
**FLORIST** \_\_\_\_\_ **PHONE** \_\_\_\_\_

Please check the following information:

- All flowers will be picked up following the ceremony.
- We will leave the flowers for the Sunday morning worship service.
- First Presbyterian Church may distribute the flowers.

Wedding Item	Non Member	Member
Down Payment (Due with application)	\$ 350.00	\$ 50.00
Minister	\$ 275.00	\$ 200.00
Organist *	\$ 300.00	\$ 300.00
Custodian (Sanctuary & Parlor)	\$ 100.00	\$ 100.00
Church Wedding Representative	\$ 200.00	\$ 200.00
Facilities Use Fee	\$ 350.00	\$ 50.00
<b>TOTAL</b>	<b>\$ 1,575.00</b>	<b>\$ 900.00</b>

*\* (min. with added fees for extra rehearsals or elaborate weddings)*

We, the bride and groom, have read the wedding brochure. We understand and will comply with the rules for use of the church for weddings and understand the fee schedule.

\_\_\_\_\_  
 Bride's Signature

\_\_\_\_\_  
 Groom's Signature

\* \* \* \* \*

**FOR OFFICE USE ONLY** (enter dates)

Calendar cleared by Staff \_\_\_\_\_  
 App'd by Property \_\_\_\_\_  
 App'd by Session \_\_\_\_\_

Wedding Coordinator Notified \_\_\_\_\_  
 App'd by Worship Committee \_\_\_\_\_  
 Bride/Groom notified \_\_\_\_\_