

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' 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)
<input type="checkbox"/> Fellowship Hall (seats 320 with 40 tables; accommodates 425 without tables)
<input type="checkbox"/> Patio
<input type="checkbox"/> Church Parlor (Bride's Dressing Room)
<input type="checkbox"/> Room 13 (Groom's Gathering Room) | <input type="checkbox"/> Kneeling Bench
<input type="checkbox"/> Table for Unity Candle
<input type="checkbox"/> Guest/Register Stand: <input type="checkbox"/> Table <input type="checkbox"/> Lectern
<input type="checkbox"/> Other _____
<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
TOTAL	\$ 1,575.00	\$ 900.00

* (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 _____