

SHADED AREAS FOR OFFICE USE ONLY

The Presbyterian Church

WEDDING RESERVATION FORM

(Please Print)

Date Received ___/___/___

Wedding Date ___/___/___

Member Non-member

Time __TBD__ am or pm

BRIDE'S INFORMATION

Bride's Last Name	First	Middle	Goes By	Will you retain your maiden name? <input type="checkbox"/> Yes <input type="checkbox"/> No
Marital Status (Circle One) Single / Divorced / Widowed	Birth Date / /	Age	Social Security	Church in which you are a member
Email Address				Cell Phone No. ()
Street Address	City	State	ZIP Code	Home Phone No. ()
Occupation	Employer			Employer Phone No. ()
Do you have children? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please include names and ages.)				

Mothers Name

Fathers Name

GROOM'S INFORMATION

Groom's Last Name	First	Middle	Goes By	
Marital Status (Circle One) Single / Divorced / Widower	Birth Date / /	Age	Social Security	Church in which you are a member
Email Address				Cell Phone No. ()
Street Address	City	State	ZIP Code	Home Phone No. ()
Occupation	Employer			Employer Phone No. ()
Do you have children? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please include names and ages.)				

Mothers Name

Fathers Name

PARTY FINANCIALLY RESPONSIBLE

(Same as above)

Last Name	First	Middle		
Street Address	City	State	ZIP Code	Home Phone No. ()
All fees must be paid two weeks before ceremony.				Work Phone No. ()

CONTACTS AND FEE PAYMENT CHECKLIST

It is the wedding party's responsibility to contact each person below. Please indicate that you have done so.

Minister	Organist / Pianist	Bldg Mgr or Custodian
Contacted <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paid <input type="checkbox"/> pay personally	<input type="checkbox"/> pay to church	<input type="checkbox"/> pay to church

WEDDING ORGANIZER

Include as much information as possible. As more information comes available, please inform church office.

____ Rehearsal Time
(usually the day before ceremony)

Location of Rehearsal Dinner:

____ Time to open facility on wedding day
(no earlier than four hours before ceremony)

Location of Reception:

CEREMONY

Ceremony must be performed by the organist and one of the pastors on staff with The Presbyterian Church.

OFFICIATING MINISTER	_____	
WEDDING COORDINATOR	_____	PHONE () _____
PHOTOGRAPHER	_____	PHONE () _____
VIDEOGRAPHER	_____	PHONE () _____
FLORIST	_____	PHONE () _____
SOLOIST	_____	PHONE () _____
OTHER MUSICIAN	_____	PHONE () _____

WEDDING PARTY

MAID OR MATRON OF HONOR _____

BRIDESMAIDS _____

BESTMAN _____

GROOMSMEN _____

FLOWER GIRL _____

RING BEARER _____

USHERS _____
(other than groomsmen)

I have read the wedding policies and agree to the full terms.

Signature of responsible party

Date