



OFFICE USE ONLY

PAYMENT _____

DATE _____

MEMBERS WEDDING PLANNING GUIDE

WEDDINGS WILL NOT BE BOOKED MORE THAN 18 MONTHS IN ADVANCE ACCORDING TO CHURCH POLICY

FIRST CHURCH MEMBER: **Bride** **Groom**

FIRST CHURCH PASTOR: _____

CONTACT INFORMATION:

BRIDE _____	GROOM _____
ADDRESS _____	ADDRESS _____
PHONE # _____	PHONE # _____
EMAIL _____	EMAIL _____
CHURCH MEMBERSHIP _____	CHURCH MEMBERSHIP _____
CITY _____	CITY _____

REQUEST:

DATE OF WEDDING _____	TIME OF WEDDING _____
DATE OF REHEARSAL _____	TIME OF REHEARSAL _____

(For a very small wedding a rehearsal may not be necessary)

SANCTUARY _____	CHAPEL _____
<i>(seats 600, folding chairs add 75)</i>	<i>(Seats 60: folding chairs add 15)</i>

ORGANIST Yes No

RECEPTION LOCATION _____

FEES:

WEDDING FEES \$950 (Includes \$250 refundable damage deposit)

DAMAGE DEPOSIT AND WEDDING NEED NEED TO BE PAID IN FULL BEFORE BOOKING — CHECK OR CASH
When the Wedding Planning Guide is completed in its entirety and the payment in full is received and returned to the church office, the rehearsal and wedding dates will be booked as the church calendar allows.

BRIDE AND/OR GROOM SIGNATURE _____ **DATE** _____

This Form Must Be Filled Out Completely to Reserve the Church