

**First United Methodist Church
Wedding Information Sheet**

Bride Information

Name _____
Religious Affiliation _____
Member FUMC _____

Bride's Parents:

Father _____
Member FUMC _____
Mother _____
Member FUMC _____

Groom Information

Name _____
Religious Affiliation _____
Member FUMC _____

Groom's Parents:

Father _____
Member FUMC _____
Mother _____
Member FUMC _____

Ceremony Information

Date of Ceremony _____
Time of Ceremony _____
Time for Opening Church _____
Expected attendance _____

Date of Rehearsal _____
Time of Rehearsal _____
Rehearsal Dinner:
Pastor & Guest Invited _____

Music

Piano _____ Organ _____ Other Instruments _____
Guest Vocalist _____

Candles

Unity Candle _____ 7-Tier Candelabra _____
(Altar candles and cross are to remain on the altar.)

Florist

Name _____ Phone _____ Setup Time _____

Photographers

Photographer _____ Phone _____
Videographer _____ Phone _____
Pictures: Before Ceremony _____ Where _____ Time _____
After Ceremony _____ Where _____

Miscellaneous

Usher/Candlelighters (2) _____
Guest Book Attendants _____
Program Attendants _____

Scripture Reading _____

(OVER)

Wedding Party

Maid of Honor _____	Best Man _____
Brides Maid 1 _____	Groomsman 1 _____
Brides Maid 2 _____	Groomsman 2 _____
Brides Maid 3 _____	Groomsman 3 _____
Brides Maid 4 _____	Groomsman 4 _____
Brides Maid 5 _____	Groomsman 5 _____
Brides Maid 6 _____	Groomsman 6 _____
Brides Maid 7 _____	Groomsman 7 _____
Brides Maid 8 _____	Groomsman 8 _____
Flower Girl _____	Ringbearer _____

Grandparents Seated _____

Miscellaneous

Dressing Quarters: Men (Music Room) Women (In Ladies' Lounge just off of Fellowship Hall)
Parking: Front _____ Side _____
Reception: Reception at Church _____ Caterer _____
Address After Wedding _____
Leave Flowers _____

Policies

All fees are to be paid in one check, made payable to "First United Methodist Church". This check will be given to the Wedding Coordinator at the Rehearsal. Marriage License to be given to the Wedding Coordinator at the Rehearsal.

Sanctuary seating capacity is 375 on the main floor, 80 in the balcony.

The wedding party will provide the Unity candle, Guest Register and any Bulletins.

The Music Director is responsible for instrumentation of the wedding, and all candidates for marriage must meet with the Music Director who will work with each couple in determining the appropriateness of the music selections.

The sanctuary will be cleaned and prepared on Thursday for a Saturday wedding.

All photographers and videographers must check with the pastor prior to the wedding.

Pew candelabra's will be extinguished immediately following the wedding.

First Church has a "**No Smoking**" - "**No Drinking**" policy. Those under the influence will not be able to participate in the wedding rehearsal or the wedding.

The wedding party and all guests are encouraged to collect all personal belongings and to clear the Church and grounds as promptly as possible following the rehearsal and the wedding.

We welcome the opportunity to help make your special event a great success, we only ask that you respect our facility and its contents.