

# Wedding Form

1<sup>st</sup> Contact: \_\_\_\_\_ Couple: \_\_\_\_\_ and \_\_\_\_\_  
 by: \_\_\_\_\_ Date of wedding: \_\_\_\_\_ Time: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## BRIDE/GROOM'S INFORMATION

PLEASE PRINT ALL INFORMATION

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Last First Middle  
 Address: \_\_\_\_\_  
 City/State/Zip Code: \_\_\_\_\_  
 Age: \_\_\_\_\_ Place of Birth \_\_\_\_\_ (state or foreign country)

## BRIDE/GROOM'S INFORMATION

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Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Last First Middle  
 Address: \_\_\_\_\_  
 City/State/Zip Code: \_\_\_\_\_  
 Age: \_\_\_\_\_ Place of Birth \_\_\_\_\_ (state or foreign country)

**CIRCLE FEES BEING CHARGED** **NOTE:** When an event is held by an **"Active member or constituent"** there will be "no charge" for the room. *Member – someone who has officially joined the church / Constituent – someone who attends and contributes regularly. However, EVERYONE [including members and constituents] pays a Maintenance Fee for non church sponsored functions:* for the use of heat / air conditioning / electric / lights and cleaning.

ITEM	Member & Constituent	NON-Affiliated	Officiating Minister(s):
Use of Church	0	\$150.00	_____
Maintenance Fee	\$ 40.00	\$ 40.00	_____
Organist	\$100.00	\$100.00	_____
Sound System	\$ 50.00	\$ 50.00	Contact made? _____
Minister's Fee w/ counseling	\$200.00	\$300.00	_____
Use of Social Hall	0	\$100.00	_____
Maintenance Fee for Social Hall	\$ 40.00	\$ 40.00	Rings: __ single __ double

Above items are requested for:  Member/Constituent  Non-Affiliated      Counseling Sessions: \_\_\_\_\_  
 Total Amount of Fees Due: \_\_\_\_\_  
 Fees Paid: check # \_\_\_\_\_ \$ \_\_\_\_\_ Date \_\_\_\_\_  
                   cash \_\_\_\_\_ \$ \_\_\_\_\_ Date \_\_\_\_\_

## CHURCH DECORATIONS

Unity Candle:  Yes  No      Mothers light Unity Candle:  Yes  No      Roses to Mothers-in-Law?  Yes  No  
 Candelabra (pair w/14 drip-less candles):  Yes  No      Color: \_\_\_\_\_  
 Decorations on the altar: \_\_\_\_\_  
 Bows - # used \_\_\_\_\_, # used on pews \_\_\_\_\_, # used on candelabra \_\_\_\_\_      Other bows: \_\_\_\_\_  
 Aisle Runner [50 feet]:  Yes  No      Candlelight wedding:  Yes  No

**SPECIAL INSTRUCTIONS:** \_\_\_\_\_

Home Address & Phone after wedding: \_\_\_\_\_

Rehearsal [date & time]: \_\_\_\_\_

- CHURCH RULES:**
- No smoking in church building.**
  - Birdseed must be used instead of rice.**
  - Fee payment is due two weeks prior to the wedding.**
  - License will be made out and signed the night of the wedding rehearsal.**
  - No flash photography DURING the wedding ceremony.**

We are pleased that you have chosen First Congregational Church for your wedding and will be happy to consult with you on all phases of your ceremony. The following guidelines have been established to make your ceremony a memorable one. These are based on church policy and on what we have found to work best in our setting.

You may choose who marries you. If the Pastor from First Congregational will be officiating it is expected that WEDDING COUPLES will receive 3 to 5 hours of counseling with the pastor to explore the meaning of Christian marriage and discuss topics relevant to married life.

PHOTOGRAPHERS will follow accepted professional procedures during the ceremony. Video recording is permitted; the operator will remain in the position designated by the pastor. No additional spotlights or flood lamps shall be used; recording shall be done with available lighting.

MUSIC - Our church organist will assist you in music selection, or an approved substitute may play. Piano or other forms of music may be arranged. Please consult with the pastor early in your selection of appropriate music.

RECEPTIONS may be held in the church rooms if available, with prior arrangements being made through the office using a Facility Use Form. No alcohol is to be consumed on church premises.

CHILDREN who participate as flower girls, ring bearers, etc., must be under adult supervision at all times. Rice and confetti are not permitted on the church grounds. Birdseed is ok outside.

ACTIVE church members and church functions take priority for use of the facility unless specific arrangements have been made at least 3 months in advance. All persons must leave the premises by 10 pm unless previous arrangements have been made.

NONREFUNDABLE DEPOSIT - \$100 is required to reserve your wedding date. This deposit, less damages beyond normal wear and tear, will be deducted from above fees.

All fees are due two weeks prior to your ceremony. Please contact the church secretary at 574-295-8306 to confirm dates, special requests, and all charges to be certain nothing is overlooked for this very special occasion.

Read the above rules?  Yes  No

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date