

CHURCH OFFICE USE ONLY

Today's Date: _____ Couple: _____
 Booklet Edition Received: _____ Coordinator: _____
 Rehearsal Date: _____ Time: _____
 Photographer: _____ Wedding Date: _____ Time: _____

**Eastminster Presbyterian Church
 Wedding Information**

BRIDE AND GROOM

Bride: _____ FULL NAME **Groom:** _____ FULL NAME

Phone Numbers: Home _____ Phone Numbers: Home _____
 Work _____ Work _____
 Cell _____ Cell _____

Address: _____ Address: _____

Email: _____ Email: _____

Occupation: _____ Occupation: _____

Member of Eastminster? Bride Groom No

Child of Member: _____

WEDDING SERVICE

Date of Wedding: _____ Time of Wedding: _____

(circle one): Saturday Other: _____ (circle one): Sanctuary Chapel

Pastor Preferred: _____ Visiting Pastor: _____

Approximate Number of Guests: _____

REHEARSAL

Date and Time: _____ At Eastminster: Yes No

Rehearsal Dinner at Eastminster: Yes No Reception Time: _____

If yes, rehearsal dinner time: _____ If not at Eastminster, where: _____

Name and Address where we should send Invoice: _____

Couple's Mailing Address after Marriage: _____

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Couple: _____

Coordinator: _____

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Wedding Date: _____ Time: _____

**Eastminster Presbyterian Church
Wedding Information**

WEDDING PARTY

Bride

Mother's Name: _____

Father's Name: _____

Stepmother's Name: _____

Stepfather's Name: _____

Grandparents (attending): _____

Grandparents (attending): _____

Maid/Matron of Honor: _____

Bridesmaids: Number? _____

Names in order of entry, **ending** with Maid of Honor:

(If bridesmaids and groomsmen are entering as couples, please list pairings.)

Ushers: How Many? _____

Flower Girl(s): _____

Candlelighters: _____

Does anyone in the party need special accommodations? _____

Groom

Mother's Name: _____

Father's Name: _____

Stepmother's Name: _____

Stepfather's Name: _____

Grandparents (attending): _____

Grandparents (attending): _____

Best Man: _____

Groomsmen: Number? _____

Names in order of entry, **beginning** with Best Man:

List names below: _____

Ring Bearer(s): _____

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WEDDING CEREMONY

Photography:

Photographer: _____ Photographer arrival time: _____
 Pictures will be taken: Before Before & After Start time: _____

Music: Will our church musician be playing? Organist PianistOther Musicians: Pianist: _____ Soloist(s): _____ Other: _____Soloist #1 singing from Choir Loft by pianoSoloist #2 singing from Choir Loft by piano Other musicians, their instruments and locations on back**Vocalists/Instrumentalists rehearsal w/Tech Min. 15 minutes before wedding rehearsal?** Yes No

▶ Note: This is the only time the Technical Ministry staff will be available for rehearsal.

Flowers

Florist: _____

Flowers on pedestals (Sanctuary only)? Yes NoAre you taking the flowers and/or decorations with you after the ceremony? Yes No**Candles:**

Who will light the candelabras? _____

Do you want them already lit? Yes NoWill you have a unity candle? Yes NoWill the mothers be lighting candles? Yes No

Seating: Names of the people who will be specially ushered in once the wedding begins, their relationship to the couple, and who will usher them in. (Ex: "Lois Lane, mother of the bride, by Clark Kent", "George and Jane Jetson, father and stepmother of the groom, by Elroy Jetson", etc.)

Name and Phone Number of Limo Service/Trolley: _____

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RECEPTION

Room(s) Desired: _____ Attendance Expected: _____

Kitchen is Needed:
 Start Date: _____ Start Time: _____ End Date: _____ End Time: _____
(Kitchen may only be used as scheduled)
Tableware (indicate number needed)
 Plates: _____ Disposable _____ Clear Glass Cake _____ Ceramic Dinner
 Glassware: _____ Punch Cups _____ Water Glasses
 Silverware: _____ Forks _____ Spoons _____ Butter Knives
 Napkins: Yes No
Beverages:
 Coffee: _____ Regular _____ Decaf
 Water: _____ Hot _____ Cold (in clear pitchers)
 Tea: _____ Hot _____ Cold (in clear pitchers)
 Lemonade: _____ Cold (in clear pitchers)
Set UpRoom Configuration: A drawing is provided on back

Tables and Chairs:

Number of Tables	_____ Round	_____ Long	
Number of Cake/Food Tables	_____ Round	_____ Long	Mirrored Tiles _____
Number of Tablecloths	_____ Round	_____ Long	Votives _____
			<i>(# per table)</i>
Number of Chairs per Table	_____ Round	_____ Long	
	<i>(Both seat eight comfortably)</i>		

Caterer: _____

Phone Number: _____ Arrival Time: _____

Who will be serving? Caterer Wedding Coordinator**AV Equipment Needed:** Projector & Screen Wireless Handheld Microphone**Attendants:** How many? _____ List below:

Will Attendants be serving coffee and tea while waiting for the bride and groom? Yes No

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Wedding Date: _____ Time: _____ Coordinator: _____

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REHEARSAL DINNER

Room(s) Desired: _____ Attendance Expected: _____

Kitchen is Needed:
 Start Date: _____ Start Time: _____ End Date: _____ End Time: _____
(Kitchen may only be used as scheduled)
Tableware (indicate number needed)
 Plates: _____ Disposable _____ Clear Glass Cake _____ Ceramic Dinner
 Glassware: _____ Punch Cups _____ Water Glasses
 Silverware: _____ Forks _____ Spoons _____ Butter Knives
 Napkins: Yes No
Beverages:
 Coffee: _____ Regular _____ Decaf
 Water: _____ Hot _____ Cold (in clear pitchers)
 Tea: _____ Hot _____ Cold (in clear pitchers)
 Lemonade: _____ Cold (in clear pitchers)
Set UpRoom Configuration: A drawing is provided on back

Tables and Chairs:

 Number of Tables _____ Round _____ Long
 Number of Cake/Food Tables _____ Round _____ Long Mirrored Tiles _____
 Number of Tablecloths _____ Round _____ Long Votives _____
(There is a \$10.00 charge per tablecloth) (# per table)
 Number of Chairs per Table _____ Round _____ Long
(Both seat eight comfortably)
Caterer: _____

Phone Number: _____ Arrival Time: _____

Who will be serving? Caterer Wedding Coordinator**AV Equipment Needed:** Projector & Screen Wireless Handheld Microphone