

Wedding Information Form

Please fill out the following information and upon completion turn the form in to the Church office. Please remember that once the form is turned in, you will receive written confirmation that your wedding has been officially scheduled. Thank you.

Bride's Name: _____

Address: _____

Phone : (h) _____ (w) _____ (c) _____

Groom's Name: _____

Address: _____

Phone : (h) _____ (w) _____ (c) _____

Address of Couple after Wedding:

Date of Wedding: _____ Time: _____

Place of Wedding: _____

Has the church/facility been booked? (circle) Y N

Date of Rehearsal: _____ Time: _____

Place of Rehearsal: _____ Ph. # _____

Has this been booked? (circle) Y N

Names of Brides-maids

Names of Groomsmen:

Maid/Matron of Honor:

Best-man:

Two Rings: Y N

Unity Candle: Y N

**Couple must provide this.*

Name of Organist/Musician performing music for the ceremony:

Name of Photographer:

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Ring Bearer: _____ Flower Girl: _____

Name of Soloist:

Name of Song:

Any other "special" part of the ceremony you'd like to discuss with the pastor?

Please carefully read the following list of items, and check that you have read, and are in agreement:

_____ *We understand that it is my responsibility to book, as well as pay for the church/facility of my choice for the wedding.*

_____ *We agree to uphold the expectations of the church/facility we book.*

_____ *We understand that if we have booked a church/facility other than Community of Hope, the Officiating Pastor will be in charge of the ceremony, not the wedding coordinator or facilitator.*

_____ *We agree that the \$200.00 honorarium for the officiating pastor, and the wedding license will be brought to the church office the week of the wedding, prior to the rehearsal.*

_____ *We understand that the pastor has authority as to how the photographer will take pictures during the actual ceremony, so as to assure the dignity of the worship.*

Signed:

Bride

Groom

Date: _____

Date: _____

For Office Use Only:

_____ The Officiating Pastor's Schedule has been checked and approved.

_____ File Created, and completed Wedding Information Form is on file.

_____ Confirmation letter sent to couple, along with copy of Wedding Information Form.

_____ Confirmation Letter sent to Church/Facility scheduled for the ceremony.

_____ Date scheduled to administer Prepare/Enrich inventory is on the calendar.

_____ Pre-marital counseling session one has been scheduled.

_____ \$35.00 check made out to Life Innovations, for scoring Prepare/Enrich inventory.

_____ The Community of Hope "Wedding Resources Pack" has been provided.