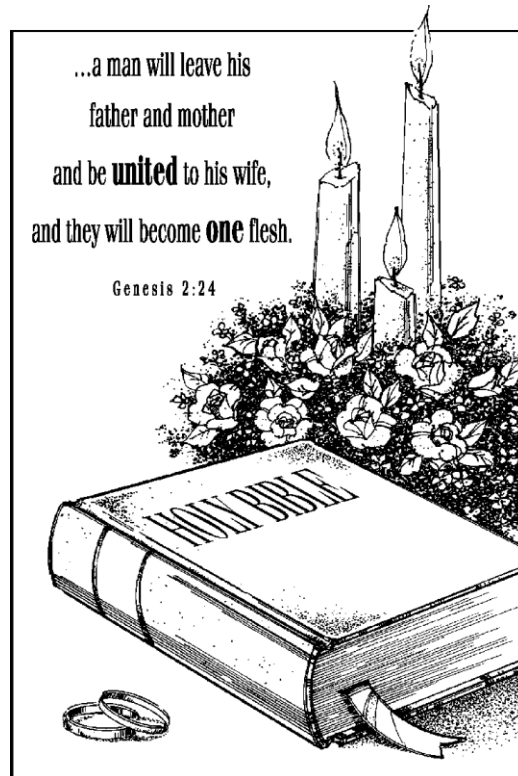


# *Wedding Guide*



*St. Simons United Methodist Church*

**624 Ocean Boulevard  
St. Simons Island, Georgia  
912-638-3317  
www.stsimonsumc.com**

*Revised- February 2022*

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# **St. Simons United Methodist**

## **Wedding Guide**

### **Contact Information**

#### **Wedding Liaison**

*Heather Hamilton - Wedding Liaison*

*Email: [weddings@stsimonsumc.com](mailto:weddings@stsimonsumc.com) Phone: 912-223-2407*

#### **Church Office**

*Anne Frazier - Church Administrator*

*Email: [anne@stsimonsumc.com](mailto:anne@stsimonsumc.com) Phone: 912.638.3317 ext. 16*

#### **Music Ministry**

*The following are available to play the organ or the piano*

*Kevin Lamb - Director of Music Ministries*

*Email: [kevin@stsimonsumc.com](mailto:kevin@stsimonsumc.com) Phone: 912.638.3317 ext. 22*

#### **Senior Pastor**

*Rev. Tom Jones - Senior Pastor*

*Email: [tom@stsimonsumc.com](mailto:tom@stsimonsumc.com) Phone: 912.638.3317 ext. 14*

## WELCOME

We are happy that you have decided to have your wedding ceremony here at St. Simons United Methodist Church. We will work with you to enable your wedding to be a truly spiritual celebration.

## THE WEDDING CEREMONY

The marriage ceremony is one of the most sacred rites which the minister performs under the ordination and authority of the church. It is a service of worship and requires thorough preparation, both spiritual and temporal. The ministers and staff of St. Simons United Methodist Church wish to extend every possible assistance to you, and hope that your wedding will be a memorable and joyous experience.

Careful judgment and study have gone into the church's preparation of wedding policies and regulations. These policies were formulated by our church's Worship Committee, Trustees, Senior Minister, Church Administrator, and have been approved by the Church Council. You are urged to read the material carefully and to cooperate fully with the church in upholding the high standards set forth in these wedding policies and guidelines.

We believe that the inherent beauty, sacredness, and solemnity of the occasion should remain the focal point of the service. It is toward that end that we have prepared these guidelines. **Please read them carefully.** It is the responsibility of the person(s) reserving the facility to ensure that the guidelines are **strictly adhered to.** If you have any questions, please contact:

**Heather Hamilton (Wedding Liaison) at [weddings@stsimonsumc.com](mailto:weddings@stsimonsumc.com)**

**Or**

**Anne Frazier (Church Administrator) in the Church Office 912.638.3317**

### **PLEASE READ**

**TO THE RESERVING PARTY:** *It is your responsibility to read, with great care and sensitivity, the following guidelines and to ensure that everyone involved (florist, decorators, directors, photographers, videographers, family members and members of your wedding party) understand and follow these guidelines as set forth herein. It is also your responsibility to make sure that adequate arrangements have been made to take care of all details relating to the wedding.*

## Scheduling the Wedding

Please be advised that St. Simons United Methodist Church reserves the right to change the policies and/or fees found in the Wedding Guide at any time. Changes to the policy will be applied to those already holding reservations, as well as those who may be considering St. Simons UMC as a possible location for their wedding. Notifications of a change in policy would be sent to all those involved.

### ***To Schedule a Wedding at St. Simons United Methodist Church***

Reservations are scheduled through the Church Office. The first step in the reservation process is to determine the availability of the church for a desired date. For information regarding the availability of facilities, please call Anne Frazier at 912.638.3317.

### These 3 items need to be completed to reserve your date on the Church Calendar:

1. ***The Reservation Fee:*** This fee must be paid in full at the time of the reservation. Payment of the Reservation Fee reserves your date on the Wedding calendar and holds your reservation for a period of **two weeks** from the date we receive your payment. This two-week window gives you an opportunity to provide the remaining required information (items 2 and 3 below: ministerial information and a completed Wedding Reservation Form).
2. ***The Minister:*** The ministers on the staff at the church will perform a wedding. Any request for a minister who is not a part of the staff of St. Simons UMC may be made by completing the appropriate section of the Wedding Reservation Form. Required information includes the minister's name, contact information, church affiliation and documentation relating to his or her ordination into the ministry, i.e. Certificate of Ordination. This is a very important part of the reservation process and must be done during the initial two-week period, immediately following our receipt of your reservation fee. Once this information is approved by our Senior Pastor, Rev. Tom Jones, an invitation will be extended to the guest minister, allowing him/her to officiate the wedding. In the event the officiant does not have adequate credentials to meet the polity and discipline of the United Methodist Church, St. Simons UMC reserves the right to have its own minister to be present to participate in the rehearsal and wedding. In that event, the officiant fee for St. Simons UMC's minister will be \$300.00.
3. ***The Wedding Reservation Form:*** This form is to be filled out and returned to the church office within two weeks from the day we receive your reservation fee.

### Completion of the above requirements reserves the facilities for the following periods of time:

Rehearsal: The building will be open 30 minutes prior to rehearsal and 1 hour for the actual rehearsal.

Wedding: The building will be available for use 3 hours prior to the wedding (opening time must be scheduled) and will remain open until 1 hour after the conclusion of the ceremony.

- ***We schedule only one wedding per weekend.***
- ***There are no exceptions/discounts for those using St. Simons UMC as a rain site.***
- ***Cancellations: A refund of 25% will be made only after receiving written notification from the reserving party. Such notification must be received by St. Simons UMC no later than 48 hours prior to the start time of the rehearsal.***

## Restricted Dates

No weddings or rehearsals can be scheduled on the following dates:

1. Easter weekend (from Maundy Thursday through Easter Sunday)
2. July 4<sup>th</sup> Weekend (*if* July 4<sup>th</sup> falls on Friday or Saturday)
3. Thanksgiving Weekend
4. The 2<sup>nd</sup> weekend in December (which is reserved for St. Simon UMC's Christmas Music Program)
5. Christmas Weekend (if Christmas Eve/Day falls on any weekend day, Friday-Sunday)
6. New Year's Weekend (if New Years Day/Eve falls on any weekend day, Friday-Sunday)
7. Any Sunday (no Sanctuary weddings on Sundays...only Chapel weddings available on Sunday, *if* they do not interfere with church ministry or programming and are approved by Senior Pastor)

# **THE WEDDING CEREMONY**

## ***The Officiating Minister***

***For Members:*** Normally, the pastors of St. Simons UMC officiate wedding ceremonies for members. The pastor will meet with the couple to discuss required premarital counseling and arrangements for the wedding.

These sessions are an important aspect of preparation for marriage.

***For Non-Members:*** Typically, a non-member's wedding will be performed by St. Simons UMC Senior Pastor, or by a minister of the couple's choosing. Identification and/or assignment of a minister must be done two weeks from the day we receive the reservation fee, as stipulated on Page 5. The Senior Pastor will determine the appropriateness of a request for a minister, and if approved, extend an invitation to the guest minister to officiate. Premarital counseling is a requirement and must be administered by a qualified official. We require that the official provide us with a letter stating that this requirement has been met.

If a St. Simons UMC minister is used, the couple must participate in the *Premarital Counseling*, or engage in premarital counseling with a qualified pastor/pastoral counselor. For ministerial fees St. Simons UMC pastor, see page 12.

***For Both Members and Non-Members:*** Any request for a pastor not on St. Simon's staff to officiate or assist in the ceremony can be made by completing the appropriate section of the Wedding Application, and meeting the requirements stipulated on Page 5. Upon approval by the St. Simons UMC Senior Pastor, an official invitation will be extended to the guest minister to officiate.

Only ordained, certified, Christian ministers may perform weddings at St. Simons UMC. If Holy Communion is to be offered, it will follow the United Methodist liturgy and be offered to *everyone* present, as United Methodist theology and Book of Worship stipulates.

## ***Marriage License***

The marriage license (obtained at the Office of the Probate Court) is to be given to the officiating minister at the time of the rehearsal. Residents of Georgia securing a license in any Georgia county may be married in any Georgia county. Non-residents of Georgia must acquire the license in the county of marriage.

The couple gives the marriage license to the minister at the rehearsal, who fills it out once the wedding is completed. It will be mailed to the probate court by the minister.

## ***Wedding Director***

It is **required** that you have an experienced Wedding Director to coordinate your service. Heather Hamilton, our wedding liaison, is available to be the director of your wedding, if you do not have one. The fee for her to direct your wedding is \$400 paid directly to her. Please coordinate with Heather via email at [heath@stsimonsumc.com](mailto:heath@stsimonsumc.com).

## **Music**

The music used in the wedding must be within the standards of worship and dignity of the ceremony. You are required to use the church organist/pianist who can help in your decision making. Please see Music Fee on page 12.

There is a wealth of beautiful and fitting music, both vocal and instrumental, suitable for the wedding ceremony. A number of these are listed below.

### *Preludes*

Choral Preludes.....Bach or Brahms  
Selected Organ Works.....Cesar Frank  
Flute Solo.....Arne

Bell Benedictus.....Weaver  
Prayer.....Boellmann  
Wedding Music.....Lovelace  
Wedding Music (Vol. I & II).....Concordia  
Selection from Sixty Short Pieces.....Flor Peeters

### *Processionals*

Bridal Chorus from "Lohengrin".....Wagner  
\*Trumpet Voluntary in D major..... Purcell  
\*Trumpet Tune in D major.....Purcell  
\*Psalm 18 and 20.....Handel  
Air from "Water Music Suite".....Handel  
Processional in G major..... Handel  
\*Three Wedding Chorales.....Bach  
- "Now Thank We all Our God"  
- "What God Hath Done is Rightly Done"  
- "Now Therefore Bless the Lord of All"

## **Photographs**

*This page is designed to be removed and copied to present to your photographer and videographer, so they may understand fully the guidelines of St. Simons UMC.*

Noise and lights, flashes, or clicking sounds distract from the spirit of the service of worship. Guests will not be permitted to take photographs until after the ceremony. The worship service is understood to begin with the music for the prelude.

The photographer may take photographs within these guidelines:

1. Flash photographs may be taken of the bridal party during the processional, as they start down the center aisle.
2. After the processional is concluded, only photographs without flash may be taken, providing there is NO noise, clicking sound or any other distraction. Use of auto-winding or motor-driven cameras during the ceremony is prohibited.
3. Flash pictures may be made as the recessional is in progress.
4. Additional photographs may be taken with flash, or other lighting equipment, before the prelude begins, or again after the ceremony. The minister will gladly re-stage any portion of the ceremony for photographs afterward. Pictures with the minister need to occur immediately after the conclusion of the service.
5. Under NO circumstances should the photographer or members of the wedding party or guests stand on the pews, kneeler, or chancel rail.
6. The photographer should not move around during the ceremony. This is distracting to the worship service.

*You are asked to give a copy of these guidelines to your photographer.*

## **Video Cameras**

Use of a video camera is allowed following these guidelines:

1. One camera can be used in the balcony or at the back of the church. It may, or may not, be manned.
2. NO additional light bays may be used.
3. Extra equipment may not be laid on the pews, or anywhere that can be seen.
4. Care must be taken to ensure that there is no noise or other distraction.
5. Audio will NOT be supplied from the church's sound system for recording on a photographer's video tape.

*You are asked to give a copy of these guidelines to your videographer.*

## **Sound**

St. Simons UMC provides a trained sound technician for your service. Microphones at the pulpit will be turned on. There will be a cordless microphone available for the minister. If any of the bridal party (soloists, musicians, speakers, etc.) will need a hand-held microphone, it is the responsibility of the reserving party to inform the Wedding Liaison.

Any instruments belonging to the church, with the exception of the piano and the organ, are not available for use at weddings. The sound technicians will not be able to set up any music equipment. This is the responsibility of the reserving party and should be approved prior to the wedding with the Wedding Liaison.



## **Sanctuary Preparation and Furnishings**

A wedding ceremony is a worship service. Please keep in mind the atmosphere and characteristics of a place of worship, when planning the style and number of decorations. The wedding is a service of worship and should always remain primary. The decorations should serve to enhance a service of sacred commitment, rather than serve as a distraction.

### ***The Church Furniture***

The church furnishings central to worship in the sanctuary or chapel may not be moved (example: pulpit, altar, baptismal font, etc.). You may, however, move flower stands, if needed.

### ***Altar and Cross***

Altar paraments will be **white** during the wedding and will be changed before and after the wedding by the worship committee. The cross and candles on the altar table **CANNOT** be removed.

### ***Special Seasons of the Year (Advent, Christmas, Easter)***

St. Simons UMC is first and foremost a worshipping community of faith. At certain times of the year, the Sanctuary may be decorated for special seasons. Advent and Christmas extend from Thanksgiving until the first week of January. Lent and Easter vary. St. Simons will have the Sanctuary decorated for these seasons and decorations shall not be moved. Please inquire ahead if you plan to use St. Simon UMC.

### ***Kneeling Railing and Kneeling Bench***

No decorative item(s) may be placed on them. Please note - The church does not have a moveable kneeling bench. Should you choose to have communion, please see your florist or a rental supply company for this item.

### ***Floors, Pews, and Walls***

Special care should be taken to protect the floors, pews and walls. No hooks, etc., can be placed on the wooden ends of the pews. Any damage incurred would be the responsibility of the person who reserved the church. **DO NOT** use nails, tacks, glue, staples, tape, hooks, screws, Velcro, or any other item which would leave a permanent mark – no matter how small.

### ***Potted Plants***

All potted plants must be in clean, waterproof containers. Under no circumstances should any potted plant be placed directly on the carpet, furniture, pads or any other St. Simons UMC property. Care should be taken so that the ferns, palms, and other decorations do not block the view of the musician (s) or the entrance or movement of the officiating minister.

### ***Candles***

Candles may be used. If traditional candelabra (holding seven candles each) are used, plastic sheeting (provided by florist) must be used even if dripless candles are used.

The church can provide a pair of brass single- candle holders for the altar or candelabra (a pair of seven branch brass floor candelabra) for you to use.

Candles may be used as pew markers only if contained in holders (with hurricane chimneys) specially designed for that purpose.

Only spring loaded, mechanical candles (Paradise and Chase, available from most florists or rental companies) may be used; however, wax candles are permitted for the Unity candles. Votive candles in glass containers as well as candles enclosed in hurricane chimneys are permitted in the windows.

## **Floral Arrangements**

The page is designed to be removed and copied so that you may present a copy to your florist. This will ensure they understand the guidelines of St. Simons UMC.

The regulations for flowers and decorations are designed to:

1. Prevent damage to Sanctuary furnishings
2. Assure all fire codes are followed, and all aisles and walkways are kept free from obstruction.
  - Decorations **must not** be attached to pews, or any other furniture, by pinning, gluing, nailing, taping or other tacking.
  - No decorations may be hung on, attached to, or placed on top of the chancel rail.
  - No decorations will be hung from the walls.
  - Pew markers may be tied to the ends of pews using ribbons, covered books or well covered pipe stems. No clamps or other devices may be used to attach items.
  - Worship furnishings of the Sanctuary **may not be moved, nor may decorations be attached or hung from them.** This includes the pulpit, altar, baptismal font, and accessories.
  - Cross and candles must remain in place.
  - An aisle cloth/runner may not be used (liability).
  - No candles are allowed on pews, in the aisles or windows. The only candles used will be the altar candles, and candelabras provided by the church or florist.
  - If using St. Simons UMC Unity candle, you must provide three 15-inch, drip-less candles.
  - If using St. Simons UMC candelabras, the church provides the candles.
  - In the Sanctuary and Chapel, the altar candles **will** be used.
  - It is the responsibility of the reserving party to see that the florist follows the guidelines.
  - The reserving party and florist will be responsible for any damage to the floors, building or furniture.

**Floral arrangements: Assembly should be completed before they are delivered. If not, then assembly must take place outside the building.** All containers must be leak-proof.

It is the responsibility of your florist to coordinate delivery and set-up time with your Wedding Liaison. The Sanctuary or Chapel will not be opened for deliveries outside the scheduled delivery time. **The florist will have 1 and ½ hours from the scheduled delivery time to decorate.**

All wedding flowers for the bridal party, left by the florist, should be in leak-proof containers. NOTHING should be left in the windowsills, on the piano, or any of the other furnishings.

After the ceremony and pictures of the wedding party have been completed, ***flowers and equipment must be promptly removed. Persons removing the flowers and equipment must be at the church 1 and ½ hours from the time the wedding starts for removal of their property.***

*You are asked to give a copy of these guidelines to your florist.*

## **Miscellaneous**

### ***Wedding Candles and Candelabras***

The church has two pairs of seven-branch wrought iron, floor candelabras, and a matching wrought iron unity candle holder. If you would like to use these, please indicate so on your Wedding Reservation Form.

### ***Holy Communion in the Wedding***

If you desire to serve Holy Communion during your wedding at SSUMC, you must abide by the following:

- The minister must be authorized to administer the sacrament in his/her denomination.
- The minister must use the United Methodist liturgy (page 12 in the hymnal).
- Holy Communion **must** invite all present to participate.
- The wedding party must provide all the elements for Holy Communion. Chalice and paten will be provided by the church (cup and plate).

The **United Methodist Book of Worship** states:

Holy Communion may or may not be celebrated. If it is, it is most important that its significance be made clear. Specifically: (1) The marriage rite is included in the Service of Word and Table. (2) Not only the husband and wife but the whole congregation is to be invited to receive communion. It is Methodist tradition to invite all Christians to the Lord's Table. (3) There should be no pressure that would embarrass those who for whatever reason do not choose to receive communion. (B.O.W., page 115)

### ***Flower Girls and Rose Petals***

Only silk flowers may be used by the Flower Girl.

### ***Rice/Confetti***

**NO** rice or confetti may be used, under any circumstance. Birdseed may only be used **outside** the building.

### ***Food/Drink***

**NO ALCHOLIC BEVERAGES ARE ALLOWED ON THE PREMISES or CHURCH CAMPUS.** It is your responsibility to make sure that each and every person in your wedding party is made aware of this. Food and/or bottled water are allowed **ONLY** in the hall outside the Bridal Suite, or in the adjoining Butler's Pantry. The groom and groomsmen may also have bottled water and snacks in the Music Suite. There are to be **NO** beverages or food in the Sanctuary or Chapel.

Since your wedding is a worship service in a United Methodist Church, a minister may refuse to consecrate a marriage where one or more of the participants are impaired by alcohol, or any other substance.

### ***Smoking***

**ST. SIMONS UMC IS A NON-SMOKING CAMPUS. THERE IS NO SMOKING ANYWHERE ON THE PREMISES.** Once again, it is your responsibility to make sure that each and every person in your wedding party is made aware of this.

### ***Removal of Personal Items***

All personal items must be removed from all parts of the church immediately following the ceremony (Sanctuary, Parlor, Choir Room, restrooms, etc., including such items as flowers, pew markers, programs, etc.). Anything that has been moved should be returned to its proper place. Due to insurance liability, St. Simons United Methodist Church will not assume any responsibility for any item(s) left unattended **during the service** or **left behind** following the ceremony. The church will be locked following the service and will not be reopened later, for items to be picked up.

# RESERVATIONS AND FEES

## **Fee Schedule:**

<u>Facility</u>	<u>Member</u>	<u>Non-Member</u>
Sanctuary Fee	\$500.00	\$4,500.00*
Chapel Fee	\$500.00	\$3,000.00*
Officiant Fee	\$200.00-\$400.00 (suggested)	\$400.00**
Music Fee	\$400.00	\$400.00**

\*\$500.00 will be refunded after the wedding if no damage occurs

\*\* See below Officiant Fees Music Fees

Member- To qualify for a Member Fee, one of the following must be a member of St. Simons United Methodist Church for at least 6 months prior to reserving a wedding date: the bride, the groom, or one or both of either set of parents or grandparents. All others must use the Non-Member Fee.

The Member Fee covers: Pre-planning with Wedding Liaison, the opening and closing of the church by the Wedding Liaison for the deliveries, rehearsal and ceremony, the sound technician, custodial personnel, and premarital counseling fees.

The Non-Member Fee covers: The use of the facility, the opening and closing of the church by the Wedding Liaison for the rehearsal and ceremony, the sound technician, and custodial personnel.

We **do not** take deposits. The fee must be paid **in full** when you book the reservation. A date will not be considered confirmed until we receive your check, the required ministerial information, and the completed Wedding Reservation Form. As stated previously, you have two weeks from the time we receive your check to submit your officiating minister's information and return the Wedding Reservation Form.

## **Additional Fees:**

### **Officiating Minister Fee**

Members: The Wedding Fee **does not** include the honorarium for the minister(s). When more than one minister is participating in your ceremony, both should receive an honorarium. Members of St. Simons UMC are not charged a fee by our Senior Pastor and Associate Pastor – for the wedding ceremony or for premarital counseling.

Weddings are considered to be a part of the pastor's ministry to the members of his or her congregation. It should be noted, however, that although it is not required, if a member desires to present an honorarium, the suggested amount is usually \$200-400. If a member uses a pastor other than the pastor of St. Simons UMC, they must negotiate the fee directly with the minister.

Non-members: If non-members wish to use St. Simons UMC pastor, or another of St. Simons UMC pastors, they are charged a fee due to the time dedicated to premarital counseling, rehearsals, etc., outside the scope of the minister's regular pastoral responsibilities. St. Simon's pastor charges a fee for **non-members of \$400.**

### **Music Fees**

The music fee of \$400 is a mandatory fee paid to the Church organist/pianist. You are required to use the church organist/pianist if using piano or organ in your ceremony unless other arrangements are made with the Director of Music Ministries.

## **Nursery**

The Facility Usage and Rental Fee **does not** provide for a nursery, nor does it include the use of the nursery rooms during the wedding. In the event you need to provide childcare for your guests/wedding party, please contact the Wedding Liaison. Our Safe Sanctuary policy requires a minimum of two attendants. Current rates for Nursery attendants are:

\$80 (1-6 children) (2 Attendants) (1Hour)

*Nursery Fees must be paid to the Wedding Liaison prior to the wedding rehearsal.*

### **\*\*Please Note**

By signing/completing the Wedding Registration Form, you agree that you have read and understand the Wedding Policy of St. Simons United Methodist Church. The person making the initial reservation and paying the fee will be responsible for any damages incurred – including damages from florists and other contracted service companies. Please make sure all the companies you hire receive a copy of the policy as it relates to their area. Please feel free to contact the church office with any questions.

**WEDDING RESERVATION FORM**

**St. Simons United Methodist Church**

**624 Ocean Blvd., St. Simons Island, GA 31522 (912-638-3317)**

**Wedding Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Rehearsal Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**BRIDE'S INFORMATION**

Name \_\_\_\_\_

Member? Yes/No

Address \_\_\_\_\_

Cell # \_\_\_\_\_ Work # \_\_\_\_\_ Home # \_\_\_\_\_

Email Address \_\_\_\_\_

Bride's Parents \_\_\_\_\_

Member? Yes/No

Address \_\_\_\_\_

Cell # \_\_\_\_\_ Work # \_\_\_\_\_ Home # \_\_\_\_\_

Email Address \_\_\_\_\_ Are grandparents of the bride or the groom members? Yes/No

**GROOM'S INFORMATION**

Name \_\_\_\_\_

Member? Yes/No

Address \_\_\_\_\_

Cell # \_\_\_\_\_ Work # \_\_\_\_\_ Home # \_\_\_\_\_

Email Address \_\_\_\_\_ Name of Parents \_\_\_\_\_ Member? Yes/No

**PLEASE LIST NAMES AND PHONE NUMBERS FOR THE FOLLOWING (Include Addresses for Ministers):**

Minister: (Name) \_\_\_\_\_ Phone \_\_\_\_\_  
(Address) \_\_\_\_\_ Email \_\_\_\_\_

Minister: (Name) \_\_\_\_\_ Phone \_\_\_\_\_  
(Address) \_\_\_\_\_ Email \_\_\_\_\_

Musicians: \_\_\_\_\_ Phone \_\_\_\_\_

(If using piano or organ you must use the church organist/pianist as noted on page 12 of the guide)

Director: \_\_\_\_\_ Phone \_\_\_\_\_

Florist: \_\_\_\_\_ Phone \_\_\_\_\_

Photographer: \_\_\_\_\_ Phone \_\_\_\_\_

Videographer: \_\_\_\_\_ Phone \_\_\_\_\_

Soloists: \_\_\_\_\_ Phone \_\_\_\_\_

**PLEASE PROVIDE THE FOLLOWING INFORMATION:**

Sanctuary/Chapel \_\_\_\_\_ Number of bridesmaids: \_\_\_\_\_ Approx. number of guests: \_\_\_\_\_

Church Candelabras: Yes/No \_\_\_\_\_ Unity Candle: Yes/No \_\_\_\_\_ Do you wish to leave the flowers: Yes/No \_\_\_\_\_

Babysitter Required: Yes/No \_\_\_\_\_ If yes, how many children/what ages? \_\_\_\_\_

Rehearsal Dinner Site: \_\_\_\_\_ Reception Site: \_\_\_\_\_

Other special instructions: \_\_\_\_\_

**FOR OFFICE USE**

Wedding Day Opening Time: \_\_\_\_\_ Flower Delivery Time: \_\_\_\_\_

Nursery Attendants: \_\_\_\_\_ Sound Tech: \_\_\_\_\_ Phone: \_\_\_\_\_

Hostess: \_\_\_\_\_ Phone: \_\_\_\_\_ Ministerial Letter of Invitation Mailed: \_\_\_\_\_

Reservations are: Complete \_\_\_\_\_ Waiting on \_\_\_\_\_