

Wedding Planning Form

Partner A _____	Partner B _____
Address _____	Address _____
City _____ State ____ Zip _____	City _____ State ____ Zip _____
Phone _____ Work _____	Phone _____ Work _____
Email _____	Email _____
<input type="checkbox"/> Member of church <input type="checkbox"/> Non-member	<input type="checkbox"/> Member of church <input type="checkbox"/> Non-member

Other contact _____	Relationship _____
Address _____	Phone _____ Work _____
City _____ State ____ Zip _____	Email _____

Reservation Date _____	Rehearsal Date & Time _____
Policies Presented Date _____	Ceremony Time _____
Planning Form Returned Date _____	Approximate Number of Guests _____
Security Deposit Date _____	Reception Location _____
Wedding Fees Paid Date(s) _____	

Pastor _____	Decorator _____
Church (if visiting pastor) _____	Phone _____
Address _____	Coordinator _____
City _____ State ____ Zip _____	Phone _____
Phone _____	Custodian _____
Email _____	Phone _____
Photographer _____	Musician _____
Phone _____	Phone _____
Videographer _____	Other _____
Phone _____	Phone _____
<i>If you plan to have us record the service, please note "Church" as videographer</i>	Other _____
Florist _____	Phone _____
Phone _____	

The Wedding Party

Partner A's Person of Honor _____

Partner B's Person of Honor _____

Partner A's Attendants (*in order*) _____

Partner B's Attendants (*in order*) _____

Ushers _____

Ring Bearers (& *ages*) _____

Flower Children (& *ages*) _____

Candle Lighters _____

Personal Attendants _____

Book Attendants _____

Reception Hosts _____

Gift Attendants _____

Others (*and duty*) _____

Partner A's Parents/Stepparents

Escorted by:

Seated in row:

Partner B's Parents/Stepparents

Partner A's Grandparents

Partner B's Grandparents

Other Special Guests

How many additional rows should be reserved for family? Partner A's side? _____ Partner B's side? _____

The Music

Seating of Grandparents _____ Composer _____

Seating of Parents _____ Composer _____

Attendant Processional _____ Composer _____

Celebrant Processional _____ Composer _____

Special Music/Hymn _____ Composer _____

Special Music/Hymn _____ Composer _____

Recessional _____ Composer _____

When will the musicians rehearse at the church? Before the rehearsal Before the wedding service

How many microphones will the musicians need? _____

The Details

Will the church be decorated? No Yes How? _____

When will the decorations be brought to the church? Before the rehearsal The wedding day

Who will be responsible for them after the ceremony? _____

Will the wedding party need dressing rooms at the church? No Yes How many? _____

Will you have a snack available for the wedding party prior to the service? No Yes

Who will be responsible for the food and cleaning up the service area? _____

Do you have someone who can pin flowers on? No Yes Who? _____

When will pictures be taken? Before the service After the service Both before and after

Would you like to meet privately before pictures are taken? No Yes Where? _____

How will the wedding programs be passed out? _____

Will Partner A be escorted? No Yes By whom? _____

Will Partner B be escorted? No Yes By whom? _____

Where will the wedding party stand at the chancel? On the main floor On the platform

Will a unity candle be lit during the wedding ceremony? No Yes

Who will light the unity candle tapers? Candle Lighters Parents Wedding Couple

Will you have any other special ceremony? No Yes What kind? _____

Who will dismiss the guests following the recessional? Wedding Couple Ushers

Will you have a receiving line? No Yes Who will participate? _____

