

# WEDDING PLANNING

# OF GUEST: \_\_\_\_\_

BRIDE: \_\_\_\_\_ PHONE: (HM) \_\_\_\_\_ (WK) \_\_\_\_\_

GROOM: \_\_\_\_\_ PHONE: (HM) \_\_\_\_\_ (WK) \_\_\_\_\_

WEDDING DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

REHEARSAL DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

ARRIVAL TIME OF WEDDING PARTY: \_\_\_\_\_ MINISTER: \_\_\_\_\_

MAID OF HONOR: \_\_\_\_\_ BEST MAN: \_\_\_\_\_

BRIDESMAIDS: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

GROOMSMEN: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

FLOWERGIRL: \_\_\_\_\_ RINGBEARER: \_\_\_\_\_

USHERS: \_\_\_\_\_

BRIDES ESCORT: \_\_\_\_\_ COLORS: \_\_\_\_\_

MASTERS OF CEREMONY / AIDE: \_\_\_\_\_

GUEST BOOK: \_\_\_\_\_ GUEST BOOK DISPLAY: \_\_\_\_\_ PROGRAM: \_\_\_\_\_

PHOTOGRAPHER: \_\_\_\_\_ PH# \_\_\_\_\_ ARRIVAL TIME: \_\_\_\_\_  
(NO FLASH PHOTOGRAPHY DURING CEREMONY)

VIDEO: \_\_\_\_\_ PH# \_\_\_\_\_ ARRIVAL TIME: \_\_\_\_\_

FLORIST: \_\_\_\_\_ PH# \_\_\_\_\_ ARRIVAL TIME: \_\_\_\_\_

MUSIC: \_\_\_\_\_ # OF SONGS: \_\_\_\_\_ INSTRUMENT: \_\_\_\_\_

SOLOIST: \_\_\_\_\_ READER: \_\_\_\_\_

PIANO: \_\_\_\_\_ ORGAN: \_\_\_\_\_ CD'S: \_\_\_\_\_ MIC'S: \_\_\_\_\_

CLEAN UP PERSON: \_\_\_\_\_

(please assign someone to walk through the church, dressing areas, and pews, foyer, and pick up trash, personal items, etc.)

**\*ANY WEDDING DÉCOR YOU PUT UP AT THE CHURCH...IS YOUR RESPONSIBILITY TO REMOVE AFTER WEDDING.**

**\*NO OVERNIGHT PARKING...ANY AND ALL CARS WILL BE TOWED.**

**\*CHURCH IS BOOKED FOR TWO HOURS PRIOR & TWO HOURS AFTER CEREMONY, ANY CHANGES MUST BE MADE THROUGH THE CHURCH OFFICE.**

**\*NO GLITTER ON FLOWERS OR WEDDING DECOR**

RUNNER: (nothing may be dropped) \_\_\_\_\_

LENGTH OF TRAIN: \_\_\_\_\_

UNITY CANDLE: \_\_\_\_\_ UNITY DISPLAY: \_\_\_\_\_

CANDLE LIGHTERS: \_\_\_\_\_

\*USE OF CHURCH EQUIPMENT:

CANDLELABRAS: \_\_\_\_\_

UNITY CANDLELABRA: \_\_\_\_\_

UNITY TABLE: \_\_\_\_\_ BOWS(when available): \_\_\_\_\_

DISMISSAL PLAN: \_\_\_\_\_

*(Remember...nothing may be thrown at the church)*

**SPECIAL SEATING:**

**TRADITIONAL \_\_\_\_\_ ALTERNATE \_\_\_\_\_**

BRIDE

GROOM

PEW 2: \_\_\_\_\_ PEW 2: \_\_\_\_\_

PEW 3: \_\_\_\_\_ PEW3: \_\_\_\_\_

PEW 4: \_\_\_\_\_ PEW 4: \_\_\_\_\_

SPECIAL NOTES: