

**INFORMATION FORM /REQUEST TO BOOK WEDDING AT SOUTHMINSTER**

Wedding Date \_\_\_\_\_ Time: \_\_\_\_\_ in Sanctuary \_\_\_\_\_ or in Chapel \_\_\_\_\_

Wedding Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_ Is our Pastor to officiate? \_\_\_\_\_  
(yes/no)

Couple:

\_\_\_\_\_ & \_\_\_\_\_  
Participant's name Participant's name

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
(for main contact) \_\_\_\_\_ Phone number \_\_\_\_\_

Couples' preferred email address \_\_\_\_\_

Your church \_\_\_\_\_  
church name church location

Is this your first marriage? \_\_\_\_\_ For both? \_\_\_\_\_

Who will be the Primary Contact Person? \_\_\_\_\_

Relationship to couple \_\_\_\_\_ (ex: bride/groom/both/planner/parent)

Contact's preferred method of communication \_\_\_\_\_ (email/phone/text/any)

Email \_\_\_\_\_ Phone \_\_\_\_\_ Alternate \_\_\_\_\_

Total Number of Attendants \_\_\_\_\_ (Bridesmaids, Groomsman, Honor Attendants, Ushers)

Witnesses names \_\_\_\_\_ & \_\_\_\_\_

Other Participants (ex:Greeters/Readers/Soloist)? \_\_\_\_\_ Will you dress at the church? \_\_\_\_\_

Number of Guests \_\_\_\_\_ Organ Music \_\_\_\_\_ Soloist \_\_\_\_\_ Number of Rings \_\_\_\_\_

Photographer \_\_\_\_\_ phone # (day of wedding) \_\_\_\_\_

Florist Designer \_\_\_\_\_ phone # (day of wedding) \_\_\_\_\_

Care to reserve the Dining Hall for your Wedding Reception? \_\_\_\_\_ Rehearsal Dinner ? \_\_\_\_\_

Address after the wedding, if different from above.

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
\_\_\_\_\_ Phone number \_\_\_\_\_

**FOR OFFICE USE**

Date Deposit Received \_\_\_\_\_ Amount \$ \_\_\_\_\_ Balance Paid \$ \_\_\_\_\_ Date \_\_\_\_\_

Date Entered in Church Register \_\_\_\_\_ Stat Report for Month of \_\_\_\_\_