

**WEDDING AND RECEPTION INFORMATION FORM
WESTMINSTER PRESBYTERIAN CHURCH**

Date of the Wedding: _____

Time of the Wedding: _____

Location of the Wedding: _____

Bride's Name: _____

Bride's Address: _____

Bride's Email: _____

Telephone – home _____ work: _____

Grooms Name: _____

Groom's Address: _____

Telephone – home _____ work: _____

Westminster Minister: _____

Guest Minister: _____

Telephone – home _____ work: _____

Email: _____

Organist: _____

Telephone – home: _____ work: _____

Soloist: _____

Telephone – home _____ work _____

Time Wedding Party need in the church _____

Outside Wedding Consultant: _____

Telephone Work: _____ Email: _____

Photographer:

Telephone Work: _____

Florist: _____

Telephone Work _____ Email: _____

Candles: Is the church to provide the candles: Yes: _____ No: _____

If Yes - the number of candles requested: _____

Are the church's aisle candlesticks to be used: Yes _____ No _____

If yes - the number of candlesticks requested: _____

Bulletins: Is the church to prepare: Yes _____ No _____

(members only) If Yes - the number of bulletins requested: _____

Will there be a guest book: Yes _____ Location: _____
No _____

Rehearsal Meal:

A. Will the church facilities be used for:

Rehearsal Dinner: Yes _____ No: _____

If yes: Location: _____

Caterers Name: _____

Address: _____

Telephone: _____ Email: _____

Reception:

B. Will the church facilities be used for:

Reception: Yes: _____ No: _____

If yes: Location: _____

Caterers Name: _____

Address: _____

Telephone: _____ Email: _____

City license number: _____

Special Arrangements:

Flowers: If you would like to have the wedding flowers to remain in the Sanctuary for the Sunday worship it needs to be requested through the church office as the flowers for worship are scheduled many months in advance. The bulletin should indicate the flowers were given by:

I hereby agree to comply with the Wedding Policies and Guidelines of Westminster Presbyterian Church.

Bride's signature: _____ Date _____

Groom's signature: _____ Date: _____

(Please fill out and return to church office or mail to Westminster Presbyterian Church; 1360 W. Main Street, Decatur, IL 62522)