

## Office Use Only

Wedding Date	Approval:	Fee:
Pd. \$                      Date	Staff:	Deposit:
Hostess:	Trustees:	Balance Due

## Wedding Form

To reserve your wedding date, please complete and return this form along with a \$300.00 non-refundable deposit to the church office. Please give as much information as you presently have.

**All final fees and information must be given at least 1 month prior to the wedding date.**

Name and address of Bride: \_\_\_\_\_

Name and address of Groom: \_\_\_\_\_

Phone of Bride: \_\_\_\_\_ Work no. \_\_\_\_\_

Phone of Groom: \_\_\_\_\_ Work no. \_\_\_\_\_

Is the bride, groom, parent, or grandparent of either an active member of Trinity Baptist Church? If yes, name of member: \_\_\_\_\_

Wedding Date \_\_\_\_\_ Day \_\_\_\_\_ Hour \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Day \_\_\_\_\_ Hour \_\_\_\_\_

(be sure all of the wedding party is present at the scheduled time, including parents)

Officiating Minister \_\_\_\_\_ Phone \_\_\_\_\_

Officiating Minister's Church \_\_\_\_\_

Address \_\_\_\_\_

(Outside Minister must be invited by the TBC staff)

Church facilities used

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Organ & Organist | <input type="checkbox"/> Unity Candelabra | <input type="checkbox"/> Aisle Candelabras (\$120 extra)  |
| <input type="checkbox"/> 9-Candelabra (2) | <input type="checkbox"/> Communion        | <input type="checkbox"/> Carpet Aisle Runner (\$50 extra) |
| <input type="checkbox"/> Plant Stands     | <input type="checkbox"/> Kneeling Bench   |   |

Time for the Wedding Party to Arrive \_\_\_\_\_ Time for the Florist to arrive \_\_\_\_\_

Soloist or Musicians \_\_\_\_\_ Phone \_\_\_\_\_

Florist \_\_\_\_\_ Phone \_\_\_\_\_ Colors \_\_\_\_\_

Photographer and Phone \_\_\_\_\_

Video Phone \_\_\_\_\_ Limousine Service Phone \_\_\_\_\_

Will pictures be taken  before or  after the wedding? Dressing at the Church  Yes  No

Approximate Number of Guests \_\_\_\_\_ Where is the Reception held? \_\_\_\_\_

**Party Responsible for payment** of all of the above charges:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

**Wedding Party: first names only**

Bridesmaids:	Flower Girls and Ring Bearer:	Groomsmen