

## WEDDING INFORMATION SHEET

**Send to: Anna Eherenman, First United Methodist Church, 203 Wisconsin Avenue, Madison, WI 53703  
no later than one month before the wedding date.**

Couple's Names \_\_\_\_\_ and \_\_\_\_\_

Date of Wedding \_\_\_/\_\_\_/\_\_\_      Time of Wedding \_\_\_\_\_ a.m./p.m.

Date of Rehearsal \_\_\_/\_\_\_/\_\_\_      Time of Rehearsal \_\_\_\_\_ a.m./p.m.

**REHEARSAL DETAILS** The church will be open fifteen (15) minutes before the rehearsal starting time. The rehearsal should last no longer than an hour. Rehearsal time is included in the 5 hour time limit mentioned in the **Wedding Guidelines**.

Does bride intend to leave her dress at the church after the recital? YES / NO

Does the sound technician need to be at the rehearsal (this will involve an extra fee)? YES / NO

### **ARRIVALS ON WEDDING DAY**

Who is florist? \_\_\_\_\_

When will the florist arrive? \_\_\_\_\_ a.m./p.m. *(Must arrive within the 4-hour period the church will be opened unless special arrangements are made with the church office.)*

How long does the florist expect to be in the church? \_\_\_\_\_

When will the first person of wedding party expect to get in building? \_\_\_\_\_ a.m./p.m.

*(Must arrive within the 5-hour period unless special arrangements are made with the church office.)*

When will you be taking pictures?

\_\_\_ Before wedding at \_\_\_\_\_ a.m./p.m.    \_\_\_ After Wedding until \_\_\_\_\_ a.m./p.m.

### **OTHER DETAILS ABOUT THE WEDDING DAY**

How many guests do you expect? \_\_\_\_\_ How many are in your wedding party: Men \_\_\_\_\_ Women \_\_\_\_\_

Do you plan to bring any food/beverages into the building? If so, explain:

\_\_\_\_\_  
*Please remember, it is the responsibility of the wedding party to clean up any food or beverage use.*

Will an aisle runner be supplied by the florist? YES / NO

Are the candelabra to be supplied by First United Methodist Church? YES / NO

Will you be bringing parking meter bags? YES / NO

Organist or Primary Musician: Ross Cowing, Organist or other - \_\_\_\_\_

### **WHAT SOUND EQUIPMENT WILL BE NEEDED:**

\_\_\_ Wireless Lapel microphone for clergy

\_\_\_ Pulpit microphone for reader

\_\_\_ Microphone for soloist

\_\_\_ Other (Be specific): \_\_\_\_\_

### **INFORMATION REQUIRED TO RECORD YOUR WEDDING IN OUR CHURCH FILES**

Full name of bride after wedding:

Address of Couple: \_\_\_\_\_

Work Telephone Numbers: Wife \_\_\_\_\_ Husband \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_ Email address: \_\_\_\_\_