

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.

Does bride intend to leave her dress at the church on Friday? YES / NO

Will you need time before or after the rehearsal to decorate? YES / NO

(If yes, please contact the church office about your suggested times.)

ARRIVALS ON WEDDING DAY

Who is florist: ? _____

When will the florist arrive? _____ a.m./p.m. *(Must arrive within the 5-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: _____