

## FUMC WEDDING INFORMATION

WEDDING DATE \_\_\_\_\_ WEDDING TIME \_\_\_\_\_  
REHEARSAL DATE \_\_\_\_\_ REHEARSAL TIME \_\_\_\_\_  
LOCATION OF WEDDING \_\_\_\_\_ (Garden Room or Sanctuary)  
LOCATION OF RECEPTION \_\_\_\_\_ (Garden Room or Schreiber Hall)  
ORGANIST \_\_\_\_\_ MINISTER \_\_\_\_\_  
FLORIST: \_\_\_\_\_ PHOTOGRAPHER \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
CATERER'S NAME (if reception in Schreiber Hall) \_\_\_\_\_

BRIDE: Name \_\_\_\_\_  
Address \_\_\_\_\_ City/Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell \_\_\_\_\_  
E-mail: \_\_\_\_\_

GROOM: Name \_\_\_\_\_  
Address \_\_\_\_\_ City/Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell \_\_\_\_\_

**ADDRESS AFTER WEDDING** \_\_\_\_\_

PARENTS OR CHURCH MEMBER'S NAME: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

The Sanctuary/Chapel fee, Schreiber Hall fee (if the reception is to be held at the church), and **the damage deposit must be paid at the time the wedding is scheduled**. Make checks payable to FUMC; **a separate check for the damage deposit only** and one for the other fees.

Fees for the organist, coordinator, custodian and sound system are to be paid **one month before the wedding**. One check including all fees may be made payable to FUMC (checks to individuals will be issued by the church).

### Below to be completed by the office.

-----  
FEES: Due when scheduling wedding.

Damage Deposit: \_\_\_\_\_  
**Separate check, please!** Check No. \_\_\_\_\_  
Sanctuary \_\_\_\_\_ Check No. \_\_\_\_\_  
Garden Room \_\_\_\_\_  
Schreiber Hall \_\_\_\_\_

FEES: Due one month before wedding.

Organist \$150 Total Due: \_\_\_\_\_  
Director \$150 Date paid: \_\_\_\_\_  
Custodian \$150 Ck. #: \_\_\_\_\_  
Sound System Technician \$100

Date Information Sheet Submitted: \_\_\_\_\_