



WEDDING INFORMATION SHEET

This sheet will help assist the wedding facilitator and church staff in preparing for your rehearsal and ceremony.
PLEASE COMPLETE AND TAKE WITH YOU TO THE MEETING WITH YOUR OFFICIATING MINISTER

WEDDING DATE: _____ **TIME:** _____ **SANCTUARY OR CHAPEL (circle)**

REHEARSAL DATE: _____ **TIME:** _____ **# OF Wedding GUESTS EXPECTED:** _____

BRIDE'S NAME: _____

NAME YOU INTEND TO USE AFTER WEDDING: _____

ADDRESS AFTER WEDDING: _____

PARENTS NAME(S): _____

GRANDPARENTS THAT WILL BE PRESENT AT CEREMONY: _____

GROOM'S NAME: _____

PARENTS NAMES: _____

GRANDPARENTS NAMES THAT WILL BE PRESENT AT CEREMONY: _____

OFFICIATING MINISTER: _____ **ASSISTING MINISTER (IF ANY):** _____

BEST MAN: _____ **MAID OR MATRON OF HONOR:** _____

GROOMSMEN: _____
(Please list in order)

BRIDESMAIDS: _____
(Please list in order)

WILL THE GROOMSMEN ESCORT THE BRIDESMAIDS DURING THE PROCESSIONAL? **Y N**

WILL YOUR GROOMSMEN ALSO SERVE AS USHERS? **Y N** (IF NO PLEASE LIST BELOW, 1 usher per every 50 guests is recommended)

USHERS: _____

FLOWERGIRL(S): _____ **RINGBEARER(S):** _____

BELL RINGER(S): _____ **OTHER:** _____

WILL YOU HAVE A TRADITIONAL GUESTBOOK? **Y N** IF NO, WHAT WILL YOU HAVE?: _____

GUESTBOOK ATTENDANT(S): _____

WILL YOU HAVE PROGRAMS: **Y N** PROGRAM ATTENDANT(S): _____
(We recommend 2, one for each entrance)

WILL THE BRIDE BE ESCORTED DOWN THE AISLE? **Y N** BY WHOM?: _____

WHO IS YOUR ASSIGNED ORGANIST (circle): Rev. David Diebold Brian Mathias

ANY ADDITIONAL INSTRUMENTALISTS? **Y N** NAME(S)?: _____

ANY VOCALISTS? **Y N** NAMES(S)?: _____

WHO IS YOUR PHOTOGRAPHER?: _____

HAVE YOU INSURED THAT THEY ARE AWARE OF **Country Club Christian Church** WEDDING PHOTOGRAPHY POLICIES? **Y N**

FLORIST: _____

WILL THEY BE STAYING TO PIN BOUTINERRES AND CORSAGES? **Y N**

IF NO, DO YOU HAVE SOMEONE DESIGNATED TO DO THIS? **Y N**

WILL YOU HAVE A UNITY CANDLE? **Y N**

*you are responsible for providing the unity candle and two tapers as well as the holders for all three.

WILL YOU USE OUR CANDELABRA? **Y N**

WILL THE CHURCHES WEDDING FACILITATOR LIGHT THE CANDELABRA? **Y N** (if no, please list candle lighter(s) below)

CANDLE LIGHTER(S): _____

WILL YOU TAKE COMMUNION DURING THE CEREMONY? **Y N**

*you will provide bread and grape juice, CCCC will provide the chalice and plate

WILL YOU NEED CHILDCARE? **Y N** (a request form is available at cccckc.org/weddings/wedding-forms.html and must be completed within 1 month of ceremony)

WILL YOU HAVE A SEND-OFF AT THE CHURCH? **Y N**

WHAT WILL BE USED FOR THE SEND-OFF? (circle) THROW BIODEGRADABLE RICE/CONFETTI
BLOW BUBBLES
RELEASE HELIUM BALLOONS
SPARKLERS (you must supply a bucket of sand to extinguish)
OTHER (must be approved 2 months prior to ceremony)

WHERE IS THE RECEPTION? _____

WILL SPECIAL TRANSPORTATION BE USED? **Y N** (no parking at ANYTIME on Ward Pkwy, only on South side of Sanctuary or Chapel or in Chapel parking lot)

IS THE TRANSPORTATION FOR THE ENTIRE WEDDING PARTY? **Y N**

DO YOU HAVE SOMEONE DESIGNATED TO REMOVE: Gifts, Personal belongings from Bride's Rm and Groom's Rm, Unity Candle and Holders, other misc.
From church after ceremony? **Y N**

NAME OF OUTSIDE WEDDING COORDINATOR: _____

PHONE NUMBER: _____