

Wedding Information Sheet – must be filled out WELL before wedding date

(this form is to be kept in the office)

Personal Information

Groom's Full Name _____ Age _____ Religion _____

Address _____ Phone _____

_____ Work Phone _____

email _____

Bride's Full Name _____ Age _____ Religion _____

Address _____ Phone _____

_____ Work Phone _____

email _____

Address after Wedding _____

Groom's Parents _____

“ “ Address _____

Bride's Parents _____

“ “ Address _____

Wedding Service Information

Rehearsal Date _____ Time _____

Wedding Date _____ Time _____

Wedding Location/Address _____

also if not at St. Luke – need Full Location Name, Street, Borough, Township, County, Zip

Maid OR **Matron** of Honor _____ Relationship _____
(Please circle one) (Sample: Sister of Bride)

Best Man _____ Relationship _____
(Sample: Friend of Groom)

Bridesmaids and relationships _____

Groomsmen and relationships _____

Flower Girl and relationship _____

Ring Bearer and relationship _____

Office use: License # _____ County Purchased _____ **(NEED ONE WEEK PRIOR)**

Page 2 – Wedding information sheet

Scripture _____

(Please Circle Appropriate Answers – Thank you!)

Rings: 1 or 2

Wedding Candle: Yes (You provide) / No

Mothers – Candle lighting: Yes / No

Mothers – Roses to: Yes / No

Crash / Runner: Yes / No

Flowers: Taking with you / Leaving on the Altar (please circle one)

Bulletin: Church office doing: No / Yes – (Need information minimum 3 weeks prior) (you provide cover) Quantity _____

Rough Draft ? No / Yes (need time to do and get it back and forth) / email: _____

Videotaping: Yes / No Name of Video Person _____

Photographer _____ Pictures: Before / After (*not during*)

Reception at Church: Yes / No Facility Request Form Filled Out: Yes / No

Reserved Sanctuary – YES _____ Paid/check # _____

ALL service music: see Vince Ritzert, Director of Music

OTHER (songs / relationships to organist/soloist/readers exp: friend-of-bride / special occurrences / thank you paragraph, etc.) _____

Organist _____ Soloist _____

Officiant _____

Forms or dates to: PB ____ PM ____ VR ____ SB ____ jco ____ PL ____ Official Records _____

Janitor _____ Wedding Coordinator _____

Check Received # _____

(Revised 11/14 jco/wd forms)