

ST. JOHN IN THE WILDERNESS EPISCOPAL CHURCH

Wedding Date Request Form

Wedding Date: _____
Time: _____

Rehearsal Date: _____
Time: _____

Bride

Name: _____
Address: _____

Groom

Name: _____
Address: _____

Phone Numbers:
Home: _____
Work: _____
Cell: _____

Phone Numbers:
Home: _____
Work: _____
Cell: _____

E-mail: _____

E-mail: _____

Member: Yes No

Member: Yes No

Bride's Parents:

Groom's Parents:

Phone Number: _____

Phone Number: _____

Have either of you been divorced? _____ (If yes, a copy of the divorce decree is needed)

Do either of you have children? _____

Number of Guests Expected: _____

Additional information/Requests: _____

Please note: A Wedding Coordinator from St. John in the Wilderness Episcopal Church will be contacting the Bride and Groom within two weeks to arrange a meeting. A non-refundable deposit of \$50.00 is required to hold the wedding date.

Non-refundable deposit of \$50.00 paid on _____

Assigned Wedding Coordinator: _____

cc: Officiant
Wedding Coordinator
Bridal Couple

Wedding Information

Priest conducting the ceremony: _____

Guest Priest/Pastor: _____ Role: _____

Guest Priest/Pastor has contacted presiding priest? _____

Confirmed by
Wedding Coordinator

Musician _____

Vocalist(s) _____

Altar Guild _____

Sexton _____

Religious Affiliation/Background: _____

Bride: _____

Groom: _____

Address When Married: _____

Phone: _____

Location of Reception: _____

Name of Photographer: _____

Time Photographs Taken: _____ Church Open at: _____

Name of Florist: _____ Delivery Time: _____

Bulletins: Order from Office _____ Other arrangements made _____

Introduced to Priest? _____ (If not, the couple is asked to schedule a time to meet)

Date Scheduled to take "Prepare" _____ "Prepare" completed _____

Other Needs or Comments _____

cc: Officiant

Wedding Coordinator

ST. JOHN IN THE WILDERNESS EPISCOPAL CHURCH

Wedding Ceremony Detail Checklist

Bride: _____

Groom: _____

Wedding Date: _____

Time: _____

Rehearsal Date: _____

Time: _____

Wedding Party Arrival Time: _____

Witnesses:

Maid of Honor _____

Best Man: _____

Decor in Sanctuary

Placement of Flowers: _____

Unity Candle: Yes _____ Church Holders _____ No _____

Will bring their own _____

Aisle bows: Yes _____ No _____

Other Decor Plans: _____

Ushering Duties

Number of Ushers: _____

Style of Ushering: Formal (guests escorted) _____ Informal (guests not escorted) _____

Ushers' First Names: _____

Hand Out Bulletins: _____

Man Doors for Bridal Entrance: _____

Ushering of VIP Guests (Grandparents and Parents):

Groom's Family (List by Name and Order - Parent(s) Last)

1. _____

2. _____

3. _____

4. _____

5. _____

Number of pews reserved for special family members (including above): _____

Bride's Family (List by Name and Order - Bride's Mother is Ushered in Last)

1. _____

2. _____

3. _____

4. _____

5. _____

Number of pews reserved for special family members (including above): _____

Other Usher Duties: _____

Personal Attendant or Contact Person: _____ Phone _____

Processional

Entrance of Attendants: _____ Number in Bridal Party: _____

_____ Women solo, men wait in front

_____ Enter as couples and split to right/left front

_____ Enter as couples and remain coupled alternating right/left front

_____ Flower Girl

_____ Junior Bridesmaid

_____ Ring Bearer

_____ Junior Groomsman

Bridesmaids and Groomsmen: List in order of where they will be standing in front, starting with Maid of Honor and Best Man:

Maid of Honor _____ **Best Man** _____

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Entrance of Groom:

_____ Enter with Parent(s)

_____ Enter Front with Priest

Entrance of Bride:

_____ Enter Solo

_____ Enter with Parent(s) - Names: _____

_____ Enter with Father - Name: _____

_____ Enter with Mother - Name: _____

_____ Enter with Other - Name: _____

_____ Enter with same music as Attendants

_____ Close back doors after Attendants - enter/change in music - congregation stands and doors open for Bride's entrance

Ceremony

Unity Candle: Yes _____ No _____

Roses/Flowers for Parents: _____

Special Music: _____

Wedding Party Involvement: _____

Scripture Readings: _____

Priest Reads _____

Other Readers _____ (List Names...Must Attend Rehearsal) _____

Holy Eucharist: Yes _____ List Chalice Bearer(s): _____

No _____

Other: _____

Recessional

How Couple Should Be Introduced:

_____ John and Jane Doe, Husband and Wife

_____ Mr. and Mrs. John Doe

_____ Mr. and Mrs. John and Jane Doe

_____ Other - Specify _____

Announcements to be Made by Priest: Yes _____ (List) No _____

Reception Line: Yes _____ Location: _____

No _____

List people responsible for gathering decorations, candles, personal items, etc.: _____

List person(s) responsible for moving and securing gifts: _____

Flowers on the altar are left for Sunday Worship Services - Please let us know what announcements you would like made in the Sunday Small Voice: _____

Other: _____

Optional Use of Parish Hall (List Specific Plans, Numbers, Dates)

Rehearsal Dinner: _____

Reception: _____

Other: _____

The use of alcohol is at the discretion of the Rector. No hard liquor is permitted.

Miscellaneous

Placement of Gift Table: _____

Placement of Guest Book: _____

Box for Cards: _____

Food - Who will be bringing it, taking it away and cleaning up? _____

cc: Officiant
Wedding Coordinator