

QUESTIONNAIRE FOR WEDDING COMMITTEE & CHURCH OFFICE

BRIDE:

Name _____
 Address _____
 City/State/Zip _____
 Phone _____

GROOM:

Name _____
 Address _____
 City/State/Zip _____
 Phone _____

Is there someone additional you want to list as a contact person: _____

Contact's Address/Phone _____

Wedding Date & Time _____ Rehearsal Date & Time _____

Please Print Neatly: The witnesses for Marriage Certificate will be (Best Man) _____

and (Maid/Matron of Honor) _____ (Note: Witnesses must be 16 yrs. or older)

Officiating Pastor _____

What will your address be after the wedding? _____

Phone _____

Do you wish a prayer in church the week before your wedding? _____

Will you be leaving flowers in church for the weekend services? _____ Do you want it printed in bulletin? _____

EQUIPMENT/SERVICES LISTING & FEES FOR MEMBERS & NON-MEMBERS

Check Equip & Services Wanted

MAKE CHECKS PAYABLE TO: LWML

ALTAR GUILD SPL CHURCH K. BISHOP

	<u>Member</u>	<u>Non-Member</u>			
___ Church proper (rehearsal/wedding)	N/C	\$100.00			
___ Custodial services for church proper.....	\$40.00	\$40.00			
___ Lounge (dressing room bride/attendants) <i>NOTE: It is the responsibility of the wedding family to clean, vacuum & empty waste baskets, or hire someone to do this)</i>	\$25.00	\$25.00			
___ Gymnasium (rehearsal/reception).....	\$50.00	\$250.00			
___ Custodial services for gymnasium	\$75.00	\$75.00			
___ Church basement with or w/o kitchen (rehearsal/reception)	\$50.00	\$125.00			
___ Custodial services for church basement	\$40.00	\$40.00			
___ Church kitchen	\$25.00	\$25.00			
___ LWML Supervisor (must have, if using kitchen).....	\$25.00	\$25.00			
___ LWML reception services, catered food	per guest \$1.25	\$1.25			
___ LWML reception services, not catered food	per guest \$2.00	\$2.00			
___ Kneeling bench	N/C	N/C			
___ Aisle candelabras for pew ends & four large candelabras in front of church (with or w/o aisle bows)	\$30.00	\$30.00			
___ Four large candelabras in the front of church only (no aisle candelabras)	\$15.00	\$15.00			
___ Aisle runner	\$90.00	\$90.00			
___ Light altar candelabras for pictures and/or ceremony	\$15.00	\$15.00			
___ Imprint wedding bulletins, qty. to 150	\$20.00	N/A			
___ Imprint wedding bulletins, qty. 151-250.....	\$30.00	N/A			
___ Imprint wedding bulletins, qty. 251-350.....	\$40.00	N/A			
___ Tablecloths, long (4 available)	each \$2.50	each \$2.50			
___ Tablecloths, short (6 available)	each \$2.00	each \$2.00			
___ Tablecloths, punch (1 available)	\$1.00	\$1.00			
___ Round lace tablecloths.....	each \$1.00	each \$1.00			
___ Silver coffee sets (2 available)	N/C	N/C			
___ Large punch bowl (silver or glass)	N/C	N/C			
___ Unity candle holder	N/C	N/C			
___ Table for unity candle.....	N/C	N/C			
___ Cake knives/sugar tongs.....	N/C	N/C			

TOTALS OF PAYMENTS TO BE MADE: _____

Please complete both sides of this form, and then contact the Wedding Advisory Committee Chairman to make an appointment for an initial meeting as soon as possible, but at least one month prior to wedding. Wedding Committee Chairman will collect payments and have copies made at the time of your initial meeting. **Questions?** Call Wedding Committee Chairman.

Chairman: Barbara Fellersen, 236-3102

Marcia Rooney, 238-4139; Kathy Eyerly, 238-1802;

Carol Fuhrman, 238-2265; Mary Kay Smith, 236-3678; Teresa Kiehl, 848-5012

UNITY CANDLE: The church does have a holder for a unity candle and two single tapered candles on each side if you choose to use them. There are also small tables available for your use if desired.

DECORATIONS ON THE CANDELABRAS: Do you have decorations you wish to use? ____ Yes ____ No
If you wish live greens, your own bows, etc., someone from the family will have to make arrangements to have them placed the day of your wedding.

ATTENDANTS:

How many attendants will be in the wedding party? _____

Bridesmaids _____ Groomsmen _____

Flower Girl? ____ Yes ____ No Ring Bearer? ____ Yes ____ No

How many Flower Girls? _____ How many Ring Bearers? _____

USHERS:

How many ushers will you be having? _____

The responsibilities of the ushers are **many**. If you are having candles, they will light them. (Choose taller people as the candles are tall and it is difficult for someone of short stature to reach the tops.) Other responsibilities that ushers could be involved in are pulling down the aisle runner, ringing the bell and, of course, ushering in your guests and other family members. At the end of the ceremony, they could also usher out the guests if you choose so.

BELL RINGER:

Name of person who will ring the bell _____

(Pastor will instruct how to do this at rehearsal)

GRANDPARENTS:

How many grandparents will be attending from each side? Bride's _____ Groom's _____

Do you wish the grandparents seated with the parents ____ or in the pew directly behind the parents ____?

PARENTS:

Will any special seating be needed for split family members? (such as divorced parents, etc.)

Will the bride and groom usher out their guests after the ceremony or will the ushers do that for you?

DO YOU HAVE ANY OTHER CONCERNS OR QUESTIONS? _____

If you wish for someone from the wedding committee to meet with you prior to your rehearsal, you must call the chair to schedule a meeting date and time. We look forward to working with you to make your wedding day special!