

PART 3
For Church Use Only

TIME SCHEDULE FOR WEDDING DAY

There is a 3 ½ hour time limit. You may request additional time at a fee of \$50 (member) per hour, \$75 (non-member) per hour.

- _____ - _____ Florist arrive and set up; setting up front area first for photos; Photographer arrive and set up (20 minutes)
- _____ - _____ Wedding party arrives
- _____ - _____ Groom/Groomsman photos in sanctuary (30 min)
- _____ - _____ Bride/Bridesmaids photos in sanctuary (30 Min)
- _____ - _____ Guest arrive (30 min)
- _____ - _____ Wedding (30 min)
- _____ - _____ Group photos (30-45 min)
Assigned person(s) collects articles from dressing rooms
- _____ - _____ Leave church for reception, etc...

Bride Signature _____ Date _____

Groom Signature _____ Date _____

Interview date _____

(Revised 10/2005)

FIRST UNITED METHODIST CHURCH

310 W. 11th St.
Pueblo, Colorado 81003
719-544-1917

WEDDING RESERVATION & CONSULTATION FORM

Follow instructions for PARTS 1 & 2. Return this form with your \$50 (member), \$100.00 (non-member) deposit to the Church Office. Weddings are not on church schedule until form and deposit are received. **Wedding Coordinator - Jewell Lowe (719-566-1939)** will set up appointment after receiving this form.

PART 1

BRIDE _____ Address _____
Phone (Home) _____ (Work) _____
Date of birth _____ No. of previous marriages _____
Church affiliation _____
Member of First United Methodist Church Pueblo (circle one) YES NO

GROOM _____ Address _____
Phone (Home) _____ (Work) _____
Date of birth _____ No. of previous marriages _____
Church affiliation _____
Member of First United Methodist Church Pueblo (circle one) YES NO

ADDRESS AFTER WEDDING _____

WEDDING REQUESTS: (Note: 3 ½ hour time limit)
Date _____ Time _____ Building open by _____
Location: Sanctuary _____
Other: _____
Minister _____
(If guest minister name, address, & phone number) _____
Music: Organ _____ Piano _____ Taped _____ Other _____

Decorate sanctuary time _____

REHEARSAL:

Date _____ Time _____ Building open by _____
Special music rehearsal date/time _____

PHOTOGRAPHY:

Formal pictures of wedding couple, couple with full wedding party, with families:
Before wedding _____ After wedding _____ Video _____ No pictures _____
Photographer _____
Photographer's address and phone number _____

FLORIST:

Name _____
Address & Phone Number _____

RECEPTION:

Church fellowship hall _____ Other _____
Reception time _____ Building open by _____

ROOMS NEEDED:

Parlor _____ Fellowship Hall _____ Bride's room _____
Handicap access required _____ Other _____

TIME LIMIT FOR WEDDING DAY: There is a **maximum 3 ½ hour time limit** for ALL preparations and activities the day of the wedding. This includes but is not limited to: decorating, dressing for wedding, all photos (both before and after wedding) and the ceremony. You may request additional time over the 3 ½ hour limit with additional fee of \$50 (member) per hour, \$75 (non-member) per hour. There will be no receiving lines in the church sanctuary.

PART 2

WEDDING SERVICE

GENERAL INFORMATION:

ACCESSORY NEEDS: Candelabra__ Guest book table__ # of microphones __
Bible __ Chairs for musicians __ flower stands __ Other _____

Approximate number of guests _____
Type: Traditional _____ Contemporary _____ with communion _____
Rings: Double _____ Single _____
Unity Candle (couple furnishes) _____ Pew Candles (couple furnishes) _____
Who will present the Bride? _____

SPECIAL ADDITIONS

BRIDE'S PARTY: Dressing at Church: Yes _____ No _____
Maid/matron of Honor _____
Bridesmaids _____

Bride's parents _____
Address _____ Phone Number _____
Church affiliation _____

GROOM'S PARTY: Dressing at Church: Yes _____ No _____
Best Man _____
Groomsmen _____

Groom's parents _____
Address _____ Phone Number _____
Church affiliation _____

OTHERS:

Flower Girl _____ Ring Bearer _____
Candlelighter _____
Ushers _____

MUSIC:

Soloist(s) _____
Instrumental selections _____

Vocal selections _____

DEPOSITS: Date received _____ Date returned _____ Forfeited _____

FEES:	DUE	AMT/DATE/CHECK #
Wedding Coordinator	_____	_____
Minister	_____	_____
Music	_____	_____
Custodian	_____	_____
additional for reception	_____	_____
Church	_____	_____
Candelabra	_____	_____
Sound Engineer	_____	_____
Nursery	_____	_____
(upon advance request)		