

## Wedding Request Form

**Date Requested:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Date and Times needed for Set-up:**

**Bride's Name:** \_\_\_\_\_ PHC Church Member? Y \_\_\_\_\_ N \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Groom's Name:** \_\_\_\_\_ PHC Church Member? Y \_\_\_\_\_ N \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Officiating Pastor:** \_\_\_\_\_

If Guest Pastor\*: Address \_\_\_\_\_ Phone \_\_\_\_\_

**Is either the Bride or Groom a tither at PHC?** Y \_\_\_\_\_ N \_\_\_\_\_

*\*NOTE: The Lead Pastor or his designee shall approve guest ministers.*

**Approximate Attendance Expected at Wedding:** \_\_\_\_\_

**Rehearsal Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Rooms needed for wedding/rehearsal**

- Auditorium
- Baptistry Dressing Rooms - 2 available
- Children's classrooms (as Dressing Rooms)

**Equipment needed for wedding/rehearsal**

- Keyboard
- A/V in Auditorium:
- Sound System  Multimedia
- Tables (# \_\_\_\_\_ and type (round; rectangular) \_\_\_\_\_)
- Chairs (# \_\_\_\_\_)
- Other: \_\_\_\_\_

**Reception held at PHC?** Y \_\_\_\_\_ N \_\_\_\_\_

**Area(s) requested:** \_\_\_\_\_ Student Building \_\_\_\_\_ Grand Foyer

# of Round Tables: \_\_\_\_\_ # of 6' Tables: \_\_\_\_\_ # of Chairs: \_\_\_\_\_

**Additional Equipment Requests:**

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**NOTE: The consumption of alcoholic beverages is not permitted in any of Point Harbor Church's facilities.**

**Other Wedding Party Members**

**Wedding Planner\*:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

*\*NOTE: "Wedding Planner" or "Bridal Consultants" may be used for input on wedding etiquette, but they have no directional authority in the content of the wedding or in the actual ceremony itself.*

**Pianist:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Special Singers:** 1. \_\_\_\_\_ **Phone:** \_\_\_\_\_

*Song\*:* \_\_\_\_\_

2. \_\_\_\_\_ **Phone:** \_\_\_\_\_

*Song\*:* \_\_\_\_\_

*\*NOTE: We are a Church of the Lord Jesus Christ, and we are obligated to our God and His Word in our practices. These include weddings. Therefore, we have certain standards for any wedding performed on our properties.*

- 1. We generally prefer that Christian songs be used in the wedding ceremony. Our Music & Arts Pastor may be available to help you in your selection of wedding music. If you wish to use a secular song, it must be approved by the Music & Arts Pastor.*
- 2. Our sound system may only be operated by our trained sound techs. Therefore, approval and scheduling will be submitted via our calendaring system.*
- 3. No alcoholic beverages please.*
- 4. This is God's house, please use modesty and discretion if dancing will be held in the facilities.*

**Florist:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Caterer:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Photographer:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

*NOTE: Pictures and videos may be taken during the ceremony, if desired.*

**Maid of Honor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Best Man:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Bridesmaids**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Groomsmen**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Other Wedding Ceremony Options\***

<b>Unity Candle?*</b>	Y__ N__	<b>Aisle?</b>	Y__ N__
<b>Flower Girl?</b>	Y__ N__	<b>Ring Bearer?</b>	Y__ N__
<b>Designated Seating?</b>	Y__ N__ <i>(Bride's on L / Groom's on R)</i>		

*\*NOTE: Unity Candles, Candelabras, and Aisle Runners are to be provided by the wedding party. If candles are used, they must be the driplless type.*

**\*PLEASE DO NOT HAVE WEDDING INVITATIONS OR PROGRAMS PRINTED UNTIL RECEIVING FINAL APPROVAL IN WRITING. WE NEED TO DETERMINE THE AVAILABILITY OF FACILITIES AND STAFF. UPON FINAL APPROVAL, A SIGNED COPY OF THIS FORM WILL BE GIVEN/SENT TO YOU. THANK YOU.**

**FOR OFFICE USE ONLY**

First of Six Premarital Counseling Sessions Scheduled for: \_\_\_\_\_

Usage Fee for Wedding Ceremony:	_____
Additional Fees (if applicable)	_____
Use of the children's wing (\$200)	_____
Use of K-Zone (\$250)	_____
Use of Student Ministries Building (\$250)	_____

DEPOSIT RECEIVED: \_\_\_\_\_

BALANCE DUE 30 DAYS PRIOR TO EVENT: \_\_\_\_\_

**NOTIFICATIONS**

Pastor Tom \_\_\_\_\_ (initials)    Pastor Dan \_\_\_\_\_ (initials)    Facilities \_\_\_\_\_ (initials)

Submitted in Calendar \_\_\_\_\_ (Admin. Asst. initials)

Officiating Pastor is \_\_\_\_\_