

CENTENARY UNITED METHODIST CHURCH
WEDDING INFORMATION FORM
(Please complete and return to the church office)

BRIDE'S FULL NAME _____

Address _____

Home/Cell Phone _____ Business Phone _____

Email _____

Member of Centenary United Methodist Church? YES _____ NO _____

If NO, Bride's church affiliation or faith tradition _____

GROOM'S FULL NAME _____

Address _____

Home/Cell Phone _____ Business Phone _____

Email _____

Member of Centenary United Methodist Church? YES _____ NO _____

If NO, Groom's church affiliation or faith tradition _____

WEDDING DATE _____ **TIME** _____

Anticipated Attendance _____ Time to Open Church _____

Number of Bridesmaids _____ Groomsmen _____ Ushers _____

(Please note that the church will be open two hours prior to the wedding. If more time is needed, speak with your wedding coordinator. Additional fees will apply.)

REHEARSAL DATE _____ **TIME** _____

(Stan Baker, our organist, is usually available by 6 pm for the rehearsal.)

OFFICIATING MINISTER _____

FACILITY USE:

Will the wedding party change their clothes at Centenary? _____

If so, arrival time _____

Equipment to be used:

Podium for Guest Book _____ Candle Snuffer _____ Candelabra _____

Unity Candle Table _____ (Bride must provide her own Unity Candle.)

Tower Bells: Yes _____ No _____ Time to ring the bells _____

FLORIST AND PHONE _____

Delivery Date _____ Time _____ (ONLY LIVING FLOWERS ARE ALLOWED)

Will you be using an aisle cloth? _____ Flowers left for Sunday Service? _____

PHOTOGRAPHER AND PHONE _____

Pre or Post Wedding Photos? Yes _____ No _____ If yes, date and time _____

COORDINATORS:

Centenary Coordinator _____

Mistress of Ceremonies (name, phone and email) _____

Paid Wedding Coordinator (name, phone and email) _____

PARKING LOT ATTENDANT (Must hire for minimum of 2 hours): If yes, what hours? _____

RECEPTION LOCATION _____

The bridal couple's address and phone number following the marriage:

If anything is left at the church, name and phone of contact person:

All fees must be received no later than 2 weeks prior to the wedding. If mailing, please mail to Reeves Danter, Centenary United Methodist Church, 411 E Grace Street, Richmond Virginia 23219.