

First United Methodist Church
15 East 1st Avenue * Mesa, AZ 85210
(480) 969-5577

Copies to: on this date

File	_____
Pastor	_____
Wedding Coord.	_____
Custodian	_____
Organist	_____
Sound	_____
Calendar	_____
Tracker	_____

WEDDING REQUEST FORM

Last name of Bride and Groom: _____

Wedding Date: _____ Wedding Time: _____

Rehearsal Date: _____ Rehearsal Time: _____

Pastor officiating wedding: _____

Bride's Information:

Name: _____ Age: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell #: _____ Work # _____

Best time & number to contact: _____ Email: _____

Mother's Name: _____ Father's Name: _____

Groom's Information:

Name: _____ Age: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell #: _____ Work # _____

Best time & number to contact: _____ Email: _____

Mother's Name: _____ Father's Name: _____

Wedding Cost: \$ _____ Balance is due one month before wedding date. Please make check to First United Methodist Church. **Please be reminded that the deposit is nonrefundable.**

For Office Use Only

Deposit Received: _____ Date Confirmed: _____ Check No. _____ Cash _____

Balance Owed: _____ Date Received: _____ Check No. _____ Cash _____

Balance Owed: _____ Date Received: _____ Check No. _____ Cash _____

FUMC Member: Yes No If not FUMC members: Facility Charge \$500 Sanctuary ____ / \$300 Chapel ____

FUMC Pastor: \$300 Organist/Pianist \$175

Wedding Hostess \$200 Custodial \$75 Sound technician \$50

Remove choir chairs \$25 (optional)

WEDDING CEREMONY INFORMATION

Pastor Information

Pastor: _____ Place: Sanctuary _____ Chapel _____ Courtyard _____

Rehearsal Date: _____ Rehearsal Time: _____

Wedding Date: _____ Wedding Time: _____

Who will present the bride? _____

Unity Candle: Yes _____ No _____ Number of rings: _____

Has the couple arranged 3 or 4 sessions of counseling? _____

Wedding Coordinator Information

Groom: _____ Bride: _____

Best Man: _____ Maid of Honor: _____

Groomsmen: _____ Bridesmaids: _____

Ring Bearer: _____ Flower Girl: _____

Groom's Mother: _____ Bride's Mother: _____

Groom's Father _____ Bride's Father: _____

Ushers, if not groomsmen: _____

Wedding book attendant: _____

Wedding is (formal), (semi-formal), (informal).

Bride's colors: _____

Florist: _____ Phone: _____

Photographer: _____ Phone: _____

If applicable: Name of person doing video taping: _____

Phone: _____

Reception here _____ away _____

See the facility use form for receptions on campus. Receptions on campus require a separate facility hostess and custodian. All facility room reservations need to be cleared and approved by the church secretary.