

Wedding Request Form

Wedding Date _____ Wedding Time _____

Bride's Name _____ Day Phone _____

Address _____

Groom's Name _____ Day Phone _____

Address _____

Facilities Requested: _____ Historical Church Sanctuary
_____ Sanctuary/Fellowship Hall
_____ Kitchen

Officiating Minister/Pastor: _____

Phone: _____

Email: _____

Church Affiliation _____ Estimated Number of Guests _____

Local Contact _____ Phone: _____

Cell: _____

Email: _____

Will use Chaires UMC Music Director ____ Yes ____ No

Will use Chaires UMC Pianist ____ Yes ____ No

Other music must be approved – please specify request: _____

Wedding (including set-up and pictures) from _____ to _____

Reception (including set-up) from _____ to _____

Rehearsal Date _____ Rehearsal Time from _____ to _____

If additional hours or additional information is needed, please check here _____.

Office Use Only:

Date of Inquiry _____
Pastor approved _____
Custodian notified _____
Marriage License and Certificate typed _____
Wedding Request, Contract and Cost Worksheet given to Wedding Party _____
Wedding Request, Contract and Deposits received by Chaires UMC _____

Chaires United Methodist Church
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Revised: 7/07/2010