

**PLEASE RETURN THIS INFORMATION TO THE CHURCH WITHIN ONE MONTH OF SIGNING YOUR APPLICATION. YOU DO NOT NEED ALL THE INFORMATION FILLED OUT.**

**INFORMATION FOR A WEDDING AT FIRST UNITED METHODIST CHURCH**

**WEDDING COUPLE'S PERSONAL HISTORY**

1. First United Methodist is a sacred place. This means that the building and its contents will be treated with respect. Weddings are understood to be sacred. As such, the staff has final say as to appropriateness of any wedding's content.
2. First UMC has a policy of no alcohol or drugs (including cigarettes) in the church building. No alcohol on the church grounds, either. Failure to abide by this value forfeits your deposit.
3. First United Methodist respects all people. This means that everyone will be treated graciously, even if they do not look like we do. We have a free community lunch on Saturdays and members of the lunch are our guests and should be treated as such.
4. First United Methodist has final say on appropriate behavior.

If you can agree to these values, then we welcome you to First United Methodist and will work with you to make your wedding day a memorable one that reflects the personalities of the parties involved.

**Date of Wedding:** \_\_\_\_\_

**Bride's Name:** \_\_\_\_\_

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

**Phone:** Home: \_\_\_\_\_

Business: \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Marital Status:**

Never been married \_\_\_\_\_

Divorced \_\_\_\_\_

Widowed \_\_\_\_\_

**Education:**

Last Year Completed \_\_\_\_\_

Degree/Diploma \_\_\_\_\_

Major/Minor (college) \_\_\_\_\_  
 \_\_\_\_\_

**Age:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_

**Years at that job** \_\_\_\_\_

**Name & Address of Employer:**  
 \_\_\_\_\_  
 \_\_\_\_\_

**Other training: Type** \_\_\_\_\_  
 \_\_\_\_\_

**Number of years** \_\_\_\_\_

**Groom's Name:** \_\_\_\_\_

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

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

Business: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Marital Status:

Never been married \_\_\_\_\_

Divorced \_\_\_\_\_

Widowed \_\_\_\_\_

Education:

Last Year Completed \_\_\_\_\_

Degree/Diploma \_\_\_\_\_

Major/Minor (college) \_\_\_\_\_  
\_\_\_\_\_

Age: \_\_\_\_\_

Occupation: \_\_\_\_\_

Years at that job \_\_\_\_\_

Name & Address of Employer:  
\_\_\_\_\_  
\_\_\_\_\_

Other training: Type \_\_\_\_\_  
\_\_\_\_\_

Number of years \_\_\_\_\_

Did someone refer you to this pastor?

Yes \_\_\_\_ No \_\_\_\_

If yes, give name and address of that person

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

## Ceremony Information

PLEASE RETURN THIS INFORMATION TO THE CHURCH AS SOON AS POSSIBLE

Date of Ceremony \_\_\_\_\_ Date of Rehearsal \_\_\_\_\_

Time of Ceremony \_\_\_\_\_ Time of Rehearsal \_\_\_\_\_

Time for Opening Church \_\_\_\_\_ Rehearsal Dinner: \_\_\_\_\_

Expected Attendance \_\_\_\_\_ No. of Guests Invited \_\_\_\_\_

**Officiant** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

**Musicians** \_\_\_\_\_

**Communion:** no \_\_\_\_ yes \_\_\_\_ (we will provide the elements; cost is \$10.00)

**Candles** (Altar candles and cross are to remain on the altar.)

Unity Candle \_\_\_\_ (you provide) 7-Tier Candelabra \_\_\_\_ (use of candelabra is \$25.00, which includes candles)

**Florist:** Name \_\_\_\_\_ Phone \_\_\_\_\_ Setup Time \_\_\_\_\_

### Photographers

(There are to be no flash photographs during the wedding ceremony - cameras or cell phones)

Photographer \_\_\_\_\_ Phone \_\_\_\_\_

Videographer \_\_\_\_\_ Phone \_\_\_\_\_

Pictures: Before Ceremony \_\_\_\_\_ Where \_\_\_\_\_ Time \_\_\_\_\_

After Ceremony \_\_\_\_\_ Where \_\_\_\_\_

### Miscellaneous

Usher/Candle lighters (2) \_\_\_\_\_

Are you using separate ushers instead of groomsmen? yes \_\_\_\_ no \_\_\_\_

Guest Book Attendants \_\_\_\_\_ Program Attendants \_\_\_\_\_

Scripture Reading \_\_\_\_\_

### Wedding Party (first and last names)

**All members of wedding party and musicians should attend the rehearsal**

Maid/Matron of Honor \_\_\_\_\_

Best Man \_\_\_\_\_

Brides Maid 1 \_\_\_\_\_

Groomsman 1 \_\_\_\_\_

Brides Maid 2 \_\_\_\_\_

Groomsman 2 \_\_\_\_\_

Brides Maid 3 \_\_\_\_\_

Groomsman 3 \_\_\_\_\_

Brides Maid 4 \_\_\_\_\_

Groomsman 4 \_\_\_\_\_

Brides Maid 5 \_\_\_\_\_

Groomsman 5 \_\_\_\_\_

Brides Maid 6 \_\_\_\_\_

Groomsman 6 \_\_\_\_\_

Flower Girl \_\_\_\_\_

Ringbearer \_\_\_\_\_

Grandparents Seated \_\_\_\_\_

### Miscellaneous

Dressing Quarters:

\_\_\_\_\_ Men (Grooms Room on Second Floor- Slater/Ross Rooms)

\_\_\_\_\_ Women (In Ladies' Lounge just off of Fellowship Hall)

Parking spots need to be blocked Yes \_\_\_ No \_\_\_ How many? \_\_\_\_\_

(This is for a special car/carriage/limousine)

If rehearsal dinner is at Church: How many expected? \_\_\_\_\_ Caterer \_\_\_\_\_

Are you using the kitchen for cooking? Yes \_\_\_ No \_\_\_ Using the dishwasher? Yes \_\_\_ No \_\_\_

If reception is at Church: How many expected? \_\_\_\_\_ Caterer \_\_\_\_\_

Couple's address after wedding \_\_\_\_\_

Name & address of who deposit should be returned to: \_\_\_\_\_

(provided the wedding party abides by  
the values of the congregation)

### Policies

All weddings at First UMC will use our wedding coordinators at the rehearsal and wedding ceremony. Our coordinators are Karen Epperson (513-300-9894) and Carol Brandenburg (844-8307).

All fees after the deposit are to be paid in **one check**, made payable to "First United Methodist Church". **This check is due two weeks before the wedding - NO EXCEPTIONS.**

Sanctuary seating capacity is 375 on the main floor, 80 in the balcony.

The church will be open/available to the wedding party no earlier than 2:30 on Saturdays due to the Community Meal which is served every Saturday. This will allow for serving and clean-up of the lunch and no disruptions to either parties. Rehearsals are to last no longer than 2 hours the day/night before the wedding. The church/facilities will be available to you for a maximum of 5 hours the day of your wedding.

The wedding party and all guests are encouraged to collect all personal belongings and to clear the Church and grounds as promptly as possible following the rehearsal and the wedding.

The Marriage License is to be given to the Wedding Coordinator at the Rehearsal.

The **wedding party will provide the Unity candle, Guest Register and any Bulletins.**

Our organist/pianist is preferred for all weddings. You will meet with the organist and all music selections must be approved by the music director and pastor for appropriateness.

All photographers and videographers must check with the pastor prior to the wedding. They are to be informed that **no pictures may be taken by flash during the wedding.**

First Church has a **"No Smoking" - "No Drinking" policy.** Those under the influence will not be able to participate in the wedding rehearsal or the wedding.

**We welcome the opportunity to help make your special event a special memory. We only ask that you respect our facility and its contents.**

## FEE STRUCTURE (Non-Members)

The total cost of your wedding at First United Methodist is **\$1255.00**.

This cost includes use of the Sanctuary for your ceremony and rehearsal, as well as a \$200 security deposit. Any additional use of the facilities, such as rehearsal dinner or reception will incur additional costs. These are outlined below. As long as the couple and guests have abided by First United Methodist's values, the security deposit (\$200) will be returned within 2 weeks after the wedding. Thereby making your final cost \$1055.00.

### Other Areas Available

*Rehearsal Dinner (use of Fellowship Hall and kitchen alcove w/catering providing food ready to serve)	\$200.00 (3 hours)
*Kitchen & Alcove for cooking meal & dishwasher (This is additional to the cost of using the space)	\$150.00 (3 hours)
*Fellowship Hall for Reception	\$200.00 (3 hours)

\*These are optional.

All checks should be made out to First United Methodist, please note in the memo line the date of your wedding.

If any further information is needed, please call the church at 513-896-LOVE (5683).

**Final payment of fees is due three weeks before the wedding - NO EXCEPTIONS.**