



WEDDING INFORMATION FORM

First Presbyterian Church
 709 South Boston Avenue
 Tulsa, Oklahoma 74119
 Phone: (918) 584-4701
 Fax: (918) 584-5233

Office Use Only
 Pastor Approval:
 Date:

Please type or print clearly

BRIDE (Full Legal Name) _____

Preferred Name _____

Address _____

Telephone Numbers: Home (____) _____ Work (____) _____

Cell (____) _____

E-mail address _____

Any previous marriage? _____

If so, how terminated _____

Church membership (name of church and city) _____

Parents' name, address & phone _____

GROOM (Full Legal Name) _____

Preferred Name _____

Address _____

Telephone Numbers: Home (____) _____ Work (____) _____

Cell (____) _____

E-mail address _____

Any previous marriage? _____

If so, how terminated _____

Church membership (name of church and city) _____

Parents' name, address & phone _____

Name and address after marriage _____

PLEASE ALERT THE CHURCH IMMEDIATELY OF ANY CHANGE IN ADDRESS OR PHONE NUMBER

REQUESTED DATES

<p>WEDDING (list as many dates and times as you are willing to consider; more than one date is helpful)</p> <p>Date(s) _____</p> <p>Time(s) _____</p>	<p>REHEARSAL (rehearsals may not begin later than 6:00 p.m.)</p> <p>Date(s) _____</p> <p>Time(s) _____</p>	<p>FACILITY</p> <p>Sanctuary _____</p> <p>Chapel _____</p> <p>Great Hall _____</p> <p>Camp Loughridge Chapel _____ (contact Camp Office, (918) 446-4194)</p>
--	---	--

NUMBER ATTENDING

Number in wedding party (bride, groom, attendants, ringbearers, etc.) _____

Anticipated number of guests _____

Sanctuary center section will hold approx. 200 persons
 Total Sanctuary capacity is approx. 1200 persons
 Kerr Chapel holds approx. 125 persons
 Great Hall holds approx. 300 persons

A First Church pastor officiates at weddings. **If another pastor is invited to assist, it must be arranged through the officiating pastor.**

Please indicate any preferences for First Church pastors to officiate your ceremony that you may have.

ORGANIST/SOLOISTS

The Director of Music approves all music selected for a wedding service. Any vocalist, instrumentalist, or substitute organist **must be approved by the Director of Music.**

If you will **not** need an organist, check here _____

Do you wish the church to arrange for a vocalist/instrumentalist? Yes _____ No _____

RECEPTION

Do you wish to reserve a room at the church for a reception?

Yes _____ No _____

Reception requests for the Bernsen Center facilities must be submitted to the church Business Office (918) 584-4701 ext. 240.

DATE SUBMITTED

SIGNATURE

Grandparents

Bride

Groom

Maternal Grandparents

Paternal Grandparents

Wedding Party

Name

Address

Honor Attendants

{Indicate if for
Bride (B) or
Groom (G)}

Other Attendants

{Indicate if
Bridesmaid (B),
Groomsman (G),
or Usher (U)}

(If an attendant is
a relative of the
Bride or Groom,
please indicate the
relationship.

Flower Girl

Ring Bearer

Guest Musicians

(If more space is needed for information regarding the wedding party, please attach an additional piece of paper)

Once a wedding has been placed on the church calendar, a deposit of \$200 is due at the time of the first meeting with the officiating pastor.

The wedding coordinator is the agent of First Presbyterian Church, whose function is to see that all outside contractors (florist, caterers, photographers, etc.) are aware of the pertinent church policy, and to ensure that all wedding details are in accordance with church policy. The wedding coordinator's services are mandatory for all wedding ceremonies at First Presbyterian Church when the guest list includes twenty-five or more guests.

First Church bridal couples must participate in pre-marital counseling with both the officiating pastor as well as a licensed Christian counselor. The church has a list of approved licensed counselors. Once an application has been approved, counseling appointments should be made with both the pastor and the outside counselor. To reach the appropriate office, please call the church at (918) 584-4701.

FOR OFFICE USE ONLY

Application received:
Approved/denied:
Notification letter sent:

Notifications:
Pastor
Organist
Wedding Coordinator
Maintenance
Sound Technician

Pre-Marital Counseling Dates:

#1:

#2:

#3: