

Date of Application _____

First Presbyterian Church

Wedding Planning

Revised March 2017

Bride _____

Groom _____

Member of FPC? Y N

Address _____ Phone _____

Email Address _____

Pastor Officiating _____ Have you talked with the Pastor? Y N

Organist/Pianist _____ Soloist _____

Rehearsal Date _____ Time _____

Wedding Date _____ Time _____

Attendance Estimate _____ Number in Wedding Party _____

Photography at FPC? Y N Time _____

Sanctuary Set-up:

- | | |
|--|---|
| <input type="checkbox"/> Candles on Pews | <input type="checkbox"/> Chancel Area – _____ |
| <input type="checkbox"/> Kneeling Bench | <input type="checkbox"/> Communion Table – Move back |
| <input type="checkbox"/> Candelabra | <input type="checkbox"/> A/V System |
| <input type="checkbox"/> Dressing Rooms | <input type="checkbox"/> Sanctuary <input type="checkbox"/> CLC |
| <input type="checkbox"/> 108 & 109 (Women) | <input type="checkbox"/> Guest Book Table |
| <input type="checkbox"/> 106 & 107 (Men) | |

Special Setup Instructions: _____

Any event going past 3:00 p.m. on Saturdays will incur additional custodial fees.

Reception at FPC? Y N CLC _____ Commons _____

Please Note: All receptions must be cleaned up and participants out of the building by 10:00 p.m. on Saturdays to facilitate set-up for Sunday worship.

Signature of Requester

Signature (Staff Person)

This Request will be addressed at the earliest possible meeting of the Scheduling Committee.

**** All fees must be paid prior to the wedding. Custodian, Technology Coordinator, and Organist/Pianist must all be paid separately and checks must be payable to each person.**

(For Office Use Only)

Facility Fee(s): _____

Custodial Fee: _____

Tech Fee: _____

Organist Fee: _____

Other Fee(s): _____

Session Approval: N/A Y N Date: _____

Requestor Notified by: _____

Date Notified: _____