

Wedding Registration

St. Paul's United Church of Christ

2227 West Michigan Street

Evansville, Indiana 47712

(812) 425-1522

**In order for a wedding to be put onto the St. Paul's calendar,
a non-refundable deposit of \$250.00 must be received.**

Name of Bride _____

Address of Bride _____

Daytime phone _____ Evening phone _____

Member of St. Paul's **yes** or **no** (please circle one)

Name of Groom _____

Address of Groom _____

Daytime phone _____ Evening phone _____

Member of St. Paul's **yes** or **no** (please circle one)

Date of wedding ceremony _____

Time of wedding ceremony _____

Venue for the wedding ceremony: **Sanctuary** **Chapel** (please circle one)

Non-refundable deposit collected by _____ date _____

Remaining balance due _____ due date _____

The entire remaining balance due must be paid no later than 30 days prior to the wedding ceremony (the due date shown above). Failure to pay the entire remaining balance by this date will result in the removal of the wedding from the St. Paul's calendar.

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A pastor on the staff of St. Paul's United Church of Christ will officiate in all weddings held at St. Paul's. If desired, a second licensed clergy member may take part in your ceremony with the advance approval of the pastoral staff of St. Paul's. If you wish to have another clergy member to assist in your wedding, please provide the name of that person:

Additional clergy _____

Daytime phone _____

Evening phone _____

All wedding service content must be consistent with the beliefs, practices, and procedures of St. Paul's United Church of Christ. The pastoral staff of St. Paul's will have the final say as to what will be acceptable content in a wedding ceremony at St. Paul's.

A staff organist or staff pianist may play at your wedding for an additional fee of \$300.00. This fee will include consultation with the couple about the music for the wedding, participation in one rehearsal with any other musicians for a time not to exceed one hour, play at the wedding rehearsal, and play for the wedding service. St. Paul's Allen digital organ, Kurzweil electronic keyboard, and Baldwin grand piano (Wicks pipe organ if a chapel wedding) may not be used by persons other than St. Paul's staff organists or staff pianists unless a staff organist or staff pianist is unavailable to play at your wedding. In that case, a qualified organist or pianist may play the above listed musical instruments at your wedding with the approval of the pastoral staff of St. Paul's.

Do you wish to have an organist? **yes** or **no** (please circle one)

Do you wish to have a pianist? **yes** or **no** (please circle one)

Will you be using recorded music? **yes** or **no** (please circle one)

Only a St. Paul's audio/ video technician may operate any of the audio and/or video equipment that is the property of St. Paul's United Church of Christ during the wedding rehearsal and the wedding ceremony. It is the complete responsibility of the bride and groom to provide usable recorded music for our technician to play before, during, and after your ceremony if recorded music is being used. Also, our technician must be notified before the wedding ceremony date if instrumental musicians or vocalists will require the use of St. Paul's owned audio equipment.

If you plan on using instrumental musicians and/or vocalists, please provide their names in advance to the wedding coordinator.

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Wedding Party Information

Maid/ Matron of Honor

Best Man

Bridesmaids

Groomsmen

Junior Bridesmaid

Junior Groomsmen

Flower Girls

Ring Bearer

Ushers

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Wedding Party Information - continued

Mother of the Bride

Mother of the Groom

Father of the Bride

Father of the Groom

Step Mother of the Bride

Step Mother of the Groom

Step Father of the Bride

Step Father of the Groom

Will the Bride be given away?

yes or no

(please circle one)

if yes, by whom _____ relationship _____

Grandparents of the Bride

Grandparents of the Groom

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Wedding Ceremony Particulars

Expected number of guests _____ Sanctuary capacity is approximately 265 persons
Chapel capacity is 60 persons maximum

Seating will be by **Bride** **Groom** **Mixed** (please circle one)

Rows of seating to be saved Bride _____ Groom _____

Name of person seating Bride's mother _____

Name of person seating Groom's mother _____

Groomsmen will enter sanctuary from **Front** **Back** (please circle one)

Guests will be released by **Ushers** **Bride/Groom** (please circle one)

Will Bride/Groom greet guests outside? **yes** **no** (please circle one)

Will anything be released? **yes** **no** (please circle one) If so, what? _____

Ring church bells at ceremony conclusion? **yes** **no** (please circle one)

Wedding party arrival time on day of the ceremony _____

Please note wedding party may arrive up to three (3) hours before the start of the wedding ceremony without incurring additional fees or charges.

Florist _____

Photographer _____

Videographer _____

It is the responsibility of the Bride and Groom to know from where and how the photographer and videographer may operate or otherwise perform their services and to notify the photographer and videographer of any and all requirements or restrictions. The officiating pastor will have the final say as to what will or will not be allowed.

