

**FIRST BAPTIST CHURCH
OFFICE INFORMATION SHEET**

This form must be filled out and returned to the church office in order to reserve the church facilities.

PLEASE PRINT OR TYPE:

BRIDE'S FULL NAME

GROOM'S FULL

NAME _____

WEDDING DATE _____ TIME _____

REHEARSAL DATE _____ TIME _____

WEDDING LOCATION: SANCTUARY _____ CHAPEL _____

SOUND TECHNICIAN: YES _____ NO _____

BRIDE IS A MEMBER OF _____ CHURCH

GROOM IS A MEMBER OF _____ CHURCH

MINISTER TO PERFORM CEREMONY

THE CONTACT PERSON REGARDING WEDDING (Name & relationship)

_____ PHONE _____

WEDDING DIRECTOR _____ PHONE _____

FLORIST OR DECORATOR _____ PHONE _____

WEDDING DAY, ARRIVAL TIME OF FLORIST _____

RECEPTION: WHERE _____ TIME _____

CATERER (If in fellowship hall) _____ PHONE _____

NURSERY: You may arrange for child care in the nursery area, if needed.