



Building Use Needs

Wedding Date _____ Names _____

Time of Service _____ Arrival Time _____

Rehearsal date/time _____ Phone _____

Wedding parties may use the building for up to, but not exceeding, 4 hours on the wedding day. Use begins 2 hours before the scheduled start of the wedding service.

- Set –Up

_____ Table for Unity Candle (candles or candle holder **not provided**)

_____ Flower stands

_____ Additional Musicians needs: _____

Other needs/requests _____

- Photography/Deliveries

Photographers/deliveries may not arrive more than 2 hours prior to the service. Photographs must end at least half an hour before the start of the service.

Photographer _____ Phone _____

Florist _____ Phone _____

Other _____ Phone _____

- Wedding Party/Planner Assistance

Bridal Assistant _____ Phone _____

Flowers/decorations _____ Phone _____

Personal belongings _____ Phone _____

After the Wedding

(Please print clearly)

Married Names

- Bride _____ Maiden _____
- Groom _____
- Address _____

- Email _____
- Phone _____

Witnesses

Name _____
Last Middle First

Name _____
Last Middle First