

PLEASE RETURN THIS INFORMATION TO THE CHURCH WITHIN ONE MONTH OF SIGNING YOUR APPLICATION. YOU DO NOT NEED ALL THE INFORMATION FILLED OUT.

INFORMATION FOR A WEDDING AT FIRST UNITED METHODIST CHURCH

WEDDING COUPLE'S PERSONAL HISTORY

1. First United Methodist is a sacred place. This means that the building and its contents will be treated with respect. Weddings are understood to be sacred. As such, the staff has final say as to appropriateness of any wedding's content.
2. First UMC has a policy of no alcohol or drugs (including cigarettes) in the church building. No alcohol on the church grounds, either. Failure to abide by this value forfeits your deposit.
3. First United Methodist respects all people. This means that everyone will be treated graciously, even if they do not look like we do. We have a free community lunch on Saturdays and members of the lunch are our guests and should be treated as such.
4. First United Methodist has final say on appropriate behavior.

If you can agree to these values, then we welcome you to First United Methodist and will work with you to make your wedding day a memorable one that reflects the personalities of the parties involved.

Date of Wedding: _____

Bride's Name: _____

Address: _____

Phone: Home: _____
 Business: _____

E-Mail: _____

Marital Status:

Never been married _____
 Divorced _____
 Widowed _____

Education:

Last Year Completed _____
 Degree/Diploma _____
 Major/Minor (college) _____

Age: _____

Occupation: _____

Years at that job _____

Name & Address of Employer:

Other training: Type _____

Number of years _____

Groom's Name: _____

Address: _____

Phone: Home: _____

Business: _____

E-Mail: _____

Marital Status:

Never been married _____

Divorced _____

Widowed _____

Education:

Last Year Completed _____

Degree/Diploma _____

Major/Minor (college) _____

Age: _____

Occupation: _____

Years at that job _____

Name & Address of Employer:

Other training: Type _____

Number of years _____

Did someone refer you to this pastor?

Yes ____ No ____

If yes, give name and address of that person

Ceremony Information

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Date of Ceremony _____ Date of Rehearsal _____

Time of Ceremony _____ Time of Rehearsal _____

Time for Opening Church _____ Rehearsal Dinner: _____

Expected Attendance _____ No. of Guests Invited _____

Officiant _____ **Phone Number** _____

Musicians _____

Communion: no ____ yes ____ (we will provide the elements; cost is \$10.00)

Candles (Altar candles and cross are to remain on the altar.)

Unity Candle ____ (you provide) 7-Tier Candelabra ____ (use of candelabra is \$25.00, which includes candles)

Florist: Name _____ Phone _____ Setup Time _____

Photographers

(There are to be no flash photographs during the wedding ceremony - cameras or cell phones)

Photographer _____ Phone _____

Videographer _____ Phone _____

Pictures: Before Ceremony _____ Where _____ Time _____

After Ceremony _____ Where _____

Miscellaneous

Usher/Candle lighters (2) _____

Are you using separate ushers instead of groomsmen? yes ____ no ____

Guest Book Attendants _____ Program Attendants _____

Scripture Reading _____

Wedding Party (first and last names)

All members of wedding party and musicians should attend the rehearsal

Maid/Matron of Honor _____

Best Man _____

Brides Maid 1 _____

Groomsman 1 _____

Brides Maid 2 _____

Groomsman 2 _____

Brides Maid 3 _____

Groomsman 3 _____

Brides Maid 4 _____

Groomsman 4 _____

Brides Maid 5 _____

Groomsman 5 _____

Brides Maid 6 _____

Groomsman 6 _____

Flower Girl _____

Ringbearer _____

Grandparents Seated _____

Miscellaneous

Dressing Quarters:

_____ Men (Grooms Room on Second Floor- Slater/Ross Rooms)

_____ Women (In Ladies' Lounge just off of Fellowship Hall)

Parking spots need to be blocked Yes ___ No ___ How many? _____

(This is for a special car/carriage/limousine)

If rehearsal dinner is at Church: How many expected? _____ Caterer _____

Are you using the kitchen for cooking? Yes ___ No ___ Using the dishwasher? Yes ___ No ___

If reception is at Church: How many expected? _____ Caterer _____

Couple's address after wedding _____

Name & address of who deposit should be returned to: _____

(provided the wedding party abides by
the values of the congregation)

Policies

All weddings at First UMC will use our wedding coordinators at the rehearsal and wedding ceremony. Our coordinator is Karen Epperson (513-300-9894).

All fees after the deposit are to be paid in **one check**, made payable to "First United Methodist Church". **This check is due two weeks before the wedding - NO EXCEPTIONS.**

Sanctuary seating capacity is 375 on the main floor, 80 in the balcony.

The church will be open/available to the wedding party no earlier than 2:30 on Saturdays due to the Community Meal which is served every Saturday. This will allow for serving and clean-up of the lunch and no disruptions to either parties. Rehearsals are to last no longer than 2 hours the day/night before the wedding. The church/facilities will be available to you for a maximum of 5 hours the day of your wedding.

The wedding party and all guests are encouraged to collect all personal belongings and to clear the Church and grounds as promptly as possible following the rehearsal and the wedding.

The Marriage License is to be given to the Wedding Coordinator at the Rehearsal.

The **wedding party will provide the Unity candle, Guest Register and any Bulletins.**

Our organist/pianist is preferred for all weddings. You will meet with the organist and all music selections must be approved by the music director and pastor for appropriateness.

All photographers and videographers must check with the pastor prior to the wedding. They are to be informed that **no pictures may be taken by flash during the wedding.**

First Church has a **"No Smoking" - "No Drinking" policy.** Those under the influence will not be able to participate in the wedding rehearsal or the wedding.

We welcome the opportunity to help make your special event a special memory. We only ask that you respect our facility and its contents.

FEE STRUCTURE (Non-Members)

The total cost of your wedding at First United Methodist is **\$1255.00**.

This cost includes use of the Sanctuary for your ceremony and rehearsal, as well as a \$200 security deposit. Any additional use of the facilities, such as rehearsal dinner or reception will incur additional costs. These are outlined below. As long as the couple and guests have abided by First United Methodist's values, the security deposit (\$200) will be returned within 2 weeks after the wedding. Thereby making your final cost \$1055.00.

Other Areas Available

*Rehearsal Dinner (use of Fellowship Hall and kitchen alcove w/catering providing food ready to serve)	\$200.00 (3 hours)
*Kitchen & Alcove for cooking meal & dishwasher (This is additional to the cost of using the space)	\$150.00 (3 hours)
*Fellowship Hall for Reception	\$200.00 (3 hours)

*These are optional.

All checks should be made out to First United Methodist, please note in the memo line the date of your wedding.

If any further information is needed, please call the church at 513-896-LOVE (5683).

Final payment of fees is due three weeks before the wedding - NO EXCEPTIONS.