

East Heights United Methodist Church
4407 E. Douglas, Wichita, Ks 67218

WEDDING REQUEST WORKSHEET (1)

This form, front and back, along with the Agreement form must be completed and returned to the Wedding Coordinator for review and approval. Mail to: Charissima Albright 2207 Bryant, Derby, Ks 67037

Date of Wedding: _____ **Time:** _____

Location: Sanctuary / Chapel

Date of Rehearsal: _____ **Time:** _____

Reception Location _____ **Time:** _____

Bride's Full Name: _____ **Phone #'s: H** _____

Address: _____ **W** _____

City/State/Zip: _____ **C** _____

E-mail Address: _____ **Member? Y or N**

Age: _____

Bride's Parents: _____ **Phone #'s: H** _____

Additional Information: _____ **C** _____

Groom's Full Name: _____ **Phone #'s: H** _____

Address: _____ **W** _____

City/State/Zip: _____ **C** _____

E-mail Address: _____ **Member? Y or N**

Age: _____

Groom's Parents: _____ **Phone #'s: H** _____

Additional Information: _____ **C** _____

Future Address for Bride and Groom: _____ **Phone #'s: H** _____

Address: _____ **C** _____

City/State/Zip: _____ **Email:** _____

*The following vendors must be approved with the Wedding Coordinator **before** you contract with them.*

Photographer: _____ **Contact Name & #** _____

Videographer: _____ **Contact Name & #** _____

String Quartet: _____ **Contact Name & #** _____

For Office Use Only

Date Rec'd: _____ **Date & Time Available?** _____ **Approved:** _____

Minister: _____ **Approved:** _____

Coordinator: Charissima Albright **Approved:** _____

Contract Mailed: _____ **Contract Rec'd:** _____

Organist: _____ **# Invitations sent:** _____ **# Guests expected:** _____

Nursery use? Y or N **# of children?** _____ **Church Program?** Y or N **#** _____