

WEDDING FORM
Second Presbyterian Church, 227-0000
600 Pleasant Valley Drive, Little Rock, AR 72227

Pastor

Randy Hyde 227-0000, randyhyde@secondpreslr.org

Associate Pastors

Lindy Vogado, 227-0000, lindyvogado@secondpreslr.org

Alisa Secrest 227-0000, alisasecrest@secondpreslr.org

Organist

Adam Savacool, adamsavacool@secondpreslr.org

Wedding Coordinators

Paige Majors, 744-4521; paige.majors@sbcglobal.net

Program Coordinator

Tracy May, 227-0000, tracymay@secondpreslr.org

WHERE & WHEN

Rehearsal Date _____ Rehearsal Time _____

Wedding Date: _____ Time: _____ Place: Sanctuary ____ Chapel ____ Prayer Garden ____

Reception: Great Hall _____ Prayer Garden _____ Where, if offsite _____

THE BRIDE & GROOM

Bride: Name _____ Single _____ Divorced _____ Widowed _____

Address _____

Home Phone _____ Cell Phone _____ E-Mail _____

Church Membership/Background _____

Groom: Name _____ Single _____ Divorced _____ Widowed _____

Address _____

Home Phone _____ Cell Phone _____ E-Mail _____

Church Membership/Background _____

Address after wedding _____

Will the bride retain her maiden name? ____ Yes ____ No

THOSE WHO WILL PARTICIPATE IN THE WEDDING AND/OR RECEPTION

Pastor _____ Phone _____

Organist _____ Phone _____

Please contact the Church Organist as to your musical needs and help with soloists and instrumentalists.

Instrumentalists or soloists - please indicate name(s) and phone number (s), and type of instrument (s) _____

Wedding Coordinator _____ Phone _____

Florist _____ Phone _____

Photographer _____ Phone _____

Videographer _____ Phone _____

Caterer (if reception at church) _____ Phone _____

WEDDING PARTY

Number of bride's attendants ____ Names - Maid of Honor _____ Matron of Honor _____

Bridesmaids _____

Number of groom's attendants ____ Names - Best Man _____ Groomsmen _____

Flower girl Name _____ Age ____ Ring bearer Name _____ Age ____

Reader(s) _____

Mothers & grandmothers to be seated - list names and relationships _____

EQUIPMENT NEEDED

Hurricane Lamp Pew Markers (12 available at cost of \$100) _____ Yes _____ No
 Candles (may be purchased at the church - \$2.50 ea) _____ Yes _____ No
 Unity Candle _____ Yes _____ No
 Use two drip-less candles 3/4" x 12" and one 3 1/2" diameter pillar candle
 Candelabra
 Seven-branch (2 available) _____ Yes _____ No

Unity Candle not provided by Church; driplless tapers available at cost of \$2.50 each.

FEES

_____ *Organist* - \$300
 _____ *Wedding Coordinator* - \$200
 _____ *Sexton* - \$100 (*Wedding*)
 _____ *Sexton* - \$150 (*Reception*)
 _____ *Hurricane Lamp Pew Markers (optional)* - \$100
 + *candles at cost (\$2.50 each)* _____
 _____ *Sanctuary* - \$300*
 _____ *Chapel* - \$150*
 _____ *Reception Breakage/Damage Deposit (\$50)*
 _____ *Minister* - \$250 *minimum**

*Total**Payment* _____ *Date**Payment* _____ *Date**Payment* _____ *Date**Balance Due**Paid in full* _____ *Date*

One check may be made out to Second Presbyterian Church to cover the fees for the organist, wedding coordinator, sexton and optional pew markers. Checks should be made out separately to the officiating pastor and any soloists or instrumentalists.

** Denotes fees for non-members*

“The wedding date will be confirmed on the calendar only when one of the Ministers of Second Presbyterian Church has agreed to officiate at the wedding and the wedding data form and all fees have been received in the Church Office.”

*Wedding Policies and Guidelines
 Second Presbyterian Church
 Little Rock, Arkansas*