

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

Pastor

Ben Kane 227-0000, benkane@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 <u>drip-less</u> 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; dripless 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***