

**WEDDING FORM**

*Second Presbyterian Church - 501-227-0000 – www.secondpreslr.org  
600 Pleasant Valley Drive, Little Rock, AR 72227*

**Pastor**

Ben Kane - benkane@secondpreslr.org

**Associate Pastors**

Lindy Vogado - lindyvogado@secondpreslr.org

Alisa Secrest – alisasecrest@secondpreslr.org

**Organist**

Adam Savacool, adamsavacool@secondpreslr.org

**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*