



Wedding Information Form

BRIDE

FIRST & LAST NAME

ADDRESS

CITY

STATE

ZIP

PRIMARY PHONE

EMAIL

FATHER: _____

MOTHER: _____

MATERNAL GRANDPARENTS:

MATRON OF HONOR:

BRIDESMAIDS:

FLOWER GIRL: _____

RECEPTION SERVERS:

GUEST BOOK ATTENDANT:

GROOM

FIRST & LAST NAME

ADDRESS

CITY

STATE

ZIP

PRIMARY PHONE

EMAIL

FATHER: _____

MOTHER: _____

PATERNAL GRANDPARENTS:

BEST MAN:

GROOMSMEN:

RING BEARER: _____

USHERS:

GUEST BOOK ATTENDANT:

WEDDING DATE: _____ TIME: _____
(MM/DD/YYYY)

ABOUT THE SERVICE—PERSONNEL

MINISTER	PHONE	EMAIL
AUDIO ENGINEER	PHONE	EMAIL
VIDEO DIRECTOR	PHONE	EMAIL
LIGHTING DIRECTOR	PHONE	EMAIL
VIDEOGRAPHY DIRECTOR	PHONE	EMAIL
MUSICIAN	PHONE	SONG
MUSICIAN	PHONE	SONG
MUSICIAN	PHONE	SONG
MUSICIAN	PHONE	SONG

ORDER OF SERVICE—

- Prelude
- Grandparents Enter
- Parents Enter
- Groom, Groomsmen and Minister Enter
- Bridesmaids Enter
- Bride Enters
- Giving of the Bride
- Vows
- Rings
- Unity Candle
- Pronouncement
- Presentation
- Postlude

SERVICE RESOURCES

- Center Aisle
- Stage Preparation—Black Drapes
- Black Wooden Candle Stands
 - 1': _____
 - 2': _____
 - 3': _____
- Tables for Foyer
 - Round: _____
 - Rectangular: _____
- Aluminum Easel Tripods: _____

NOTES

REHEARSAL DATE: _____ **TIME:** _____
(MM/DD/YYYY)

Off Campus Rehearsal Dinner

SET UP

REHEARSAL DINNER INFORMATION

DATE: _____
TIME: _____
EXPECTED ATTENDANCE: _____
NUMBER OF ROUND TABLES: _____
NUMBER OF SERVING TABLES: _____
NUMBER OF CHAIRS: _____
FBCO CATERED: _____
AUDIO/VIDEO: _____

NOTES

RECEPTION DATE: _____ **TIME:** _____
(MM/DD/YYYY)

Off Campus Reception

SET UP

RECEPTION INFORMATION

DATE: _____
TIME: _____
EXPECTED ATTENDANCE: _____
NUMBER OF ROUND TABLES: _____
NUMBER OF SERVING TABLES: _____
NUMBER OF CHAIRS: _____
FBCO CATERED: _____
AUDIO/VIDEO: _____

NOTES

WEDDING CEREMONY—SET UP NOTES

(Call Times, Rental Delivery/Pick Up, Other Instructions)

REHEARSAL DINNER—SET UP NOTES

(Load in/Load out times, Rental Delivery/Pick Up, Other Instructions)

RECEPTION—SET UP NOTES

(Load in/Load out times, Rental Delivery/Pick Up, Other Instructions)

PRICE SHEET

- WEDDING CEREMONY** \$300
 - Worship Center (800 maximum capacity)
 - 1, Wedding Coordinator
 - 1, Custodial Guest Service Assistant
 - 1, Audio Engineer
 - Rehearsal in Worship Center
 - Center Aisle
 - Stage Preparation—Black Drapes
 - Black Wooden Candle Stands | Candles not included.
 - 1' - up to 12 available: _____
 - 2' - up to 12 available: _____
 - 3' - up to 11 available: _____
 - Tables for the foyer (4 available, round or rectangular): _____
 - Guest Reception Podium in Foyer
 - Aluminum Easel Tripods (up to 4 available)
 - Bridal Suite—Room 104
 - Grooms Room—Room 515
 - Mirrors for Dressing Rooms
 - Hanging Racks for Dressing Rooms

- REHEARSAL DINNER** \$200
 - Fellowship Hall
 - 1, Custodial Guest Service Assistant
 - 5' Round Tables (20 available): _____
 - 8' Rectangular Tables (7 available): _____
 - Chairs (up to 200 available): _____
 - Audio/Video:
 - Sound System
 - Projector/DVD

- RECEPTION** \$200
 - Fellowship Hall
 - 1, Custodial Guest Service Assistant
 - 5' Round Tables (20 available): _____
 - 8' Rectangular Tables (7 available): _____
 - Chairs (up to 200 available): _____
 - Audio/Video:
 - Sound System
 - Projector/DVD

- OPTIONAL RESOURCES**
 - Church Catered Meal\$7.50/Person
 - Video Playback Director \$75
 - Lighting Director \$75
 - Videography \$600
 - Tablecloths \$5/Clothe
 - Additional Rooms \$25/room

Number: X \$7.50 =

Number: X \$5 =

X \$25 =

TOTAL =

WEDDING AGREEMENT

We, the Bride and Groom, have received and reviewed the wedding guidelines of First Baptist Owasso as detailed in the booklet, *“Weddings at First Baptist Owasso”* and agree to comply with and bear the responsibility for the standards detailed therein.

We, the Bride and Groom, agree to pay in full all necessary fees on or before 30 days prior to the date of the wedding ceremony and recognize that failure to do so may result in cancellation or limited availability of facilities, services or equipment as determined by the church.

TOTAL WEDDING COST: _____

BRIDE

GROOM

DATE

DATE