
Wedding Information Sheet

Outside Wedding Coordinator (if there is one) Name, Phone number, email address: _____

please indicate preferred communication method

Bride/Groom's Name: _____ Bride/Groom's Name: _____

Phone #: _____ Phone #: _____

Email: _____ Email: _____

Chosen married names of bride/groom: _____

Post Wedding day contact information: _____

Clergy Information

Officiating Clergy: _____

If other than St. Mark's Clergy name, phone number, email address:

Times & Service details:

Rehearsal date & time: _____

Wedding date & time: _____

Reception location: _____

Holy Eucharist celebrated during Marriage Liturgy? Yes No

Estimated number of guests: _____

Will couple provide acolyte & chalice bearer? Yes No

Will couple select the readers? _____

Guest Book: Yes No

Will attendants dress at Church? Yes No

Arrival Time: _____

Attendants, number of:

Attendants: _____ Flower Bearer: _____ Ushers: _____

Ring Bearer: _____

Parents#: _____ Grandparents #: _____

Bride/Groom: _____ Bride/Groom: _____

Bride/Groom: _____ Bride/Groom: _____

Receiving line at Church? Yes No

(not recommended because of space limitations)

Limousine? Yes No

Exit plan: _____

Processional line-up: _____

Service Providers:

Florist

Florist name, phone, email address: _____

Flower arrival time: _____

Pew decorations: Yes No

Unity candle: Yes No

Aisle Runner Yes No
(Not recommended)

Flowers to remain for Sunday Services? Yes No

Photographer

Photographer name, phone number, email address: _____

Photographer arrival time: _____

Video: _____ Videographer arrival time: _____

Parish organist meeting date: _____

Music

Musician instrument, phone number, email address: _____