

# Facility Request Form for Weddings

TO BE FILLED OUT WHEN REQUESTING THE BUILDING

Date of Request: \_\_\_\_\_

Bride: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

Groom: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

Date of Wedding: \_\_\_\_\_

Time of Wedding: \_\_\_\_\_

Time of Reception: \_\_\_\_\_

Location of Reception: \_\_\_\_\_

Decorating Date: \_\_\_\_\_

Date of Rehearsal: \_\_\_\_\_

Time of Rehearsal: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Decorating Time: \_\_\_\_\_

ROOMS REQUESTED

For the Ceremony and Rehearsal: \_\_\_\_\_

For the Bride and Bridesmaids: \_\_\_\_\_

For the Groom and Ushers: \_\_\_\_\_

COMPLETE AS MUCH AS POSSIBLE NOW.  
FINALIZE AS SOON AS THE INFORMATION IS KNOWN.

Number of Invited Guests: \_\_\_\_\_

Number of Bridesmaids: \_\_\_\_\_

Number in the Wedding Party: \_\_\_\_\_

Number of Ushers: \_\_\_\_\_

### DECORATIONS

Are you using decorations? Yes \_\_\_\_\_ No \_\_\_\_\_

What decorative pieces will you be using?

Pieces from Grace: \_\_\_\_\_

Pieces not from Grace: \_\_\_\_\_

What is the location (of all pieces) and mode of attachment (for ribbons and flowers)?

\_\_\_\_\_

\_\_\_\_\_

Person designated to remove the decorations immediately following the ceremony (we recommend that this person is not a member of the immediate wedding party) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Please note: Any flowers remaining after the ceremony will be handled according to the discretion of our facilities staff.

### OTHER REQUIREMENTS

Will the platform be used? Yes \_\_\_\_\_ No \_\_\_\_\_

Please contact our Music Coordinator for any platform set-up, music, and sound requirements that you may have. For changes to the main floor of the sanctuary, please contact our facilities staff.

Will you have a Flower Girl? Yes \_\_\_\_\_ No \_\_\_\_\_

Dropping Flower Petals? Yes \_\_\_\_\_ No \_\_\_\_\_

Real \_\_\_\_\_ or Artificial \_\_\_\_\_

Will you be using a Carpet Runner? Yes \_\_\_\_\_ No \_\_\_\_\_

Will you using any of the following outdoors to celebrate the occasion: (Please do not use Confetti)

Bubbles \_\_\_\_\_ Birdseed \_\_\_\_\_ Popcorn \_\_\_\_\_

For Office Use Only

Date Rec'd: \_\_\_\_\_ Request Approved by: \_\_\_\_\_ Date Reserved: \_\_\_\_\_

Room(s) Assigned: \_\_\_\_\_ Confirmation Date: \_\_\_\_\_