

Partner B (order names as you wish them to process)

Name	Relationship	Row	Usher Escort

Number of Pews Reserved for Partner A _____ Partner B _____

WEDDING PARTY (order names as you wish them to stand closest to Partners A & B)

Partner A Attendants		Partner B Attendants	
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	

Ring Bearer (name & age) _____ Parent(s) _____

Flower Attendant (name & age) _____ Parent(s) _____

Will ring bearer/flower attendant stand with wedding party or sit? _____

Will Partner A be escorted down the aisle? _____ By whom? _____

Will Partner B be escorted down the aisle? _____ By whom? _____

Ushers _____

Scripture Reader(s) _____

Guest Book Attendant _____

Printed Program Attendant _____

Other Attendants, if any _____

Will wedding party get dressed at church? _____ # of Dressing Rooms needed _____

What time will people first arrive? _____

SANCTUARY ARRANGEMENTS (check all that apply)

Use of Unity single candle stands Yes___ No___

When candles lit _____ Lit by _____

Use of two Candelabra Yes___ No___

When candles lit _____ Lit by _____

Use of Unity Candle Stand Yes___ No___

Use of two flower stands Yes___ No___

Use of Sanctuary Bell Yes___ No___

When rung _____ Rung by _____

Use of Aisle Runner (you provide) Yes___ No___

When unrolled _____ Unrolled by _____

Receiving Line: in Gathering Space___ in Sanctuary___ at Reception ___

Other Request/Needs _____

MUSICAL ARRANGEMENTS

Organist/Pianist _____ Phone Number _____

Other Musicians _____ Phone Number _____

Soloist(s) _____ Phone Number _____

Music Choices

Prelude _____

Seating of family _____

Procession of Wedding Party _____

Procession of Partner(s) _____

Special Music (what & when?) _____

Recessional _____

FLORAL, PHOTOGRAPHY & OTHER ARRANGEMENTS

Florist _____ Phone Number _____

Number of large bouquets _____ Will flowers be left for Sunday morning? _____

Who is placing the flowers? Florist____ Other _____

Who is pinning/handing out boutonnieres/bouquets? Florist____ Other _____

Photographer _____ Phone Number _____

When will pictures be taken? _____

Videographer _____ Phone Number _____

Caterer (if reception is at Parkway)_____ Phone Number _____