

**SWANSBORO UNITED METHODIST CHURCH  
WEDDING INFORMATION FORM**

*When wedding is placed on church calendar, this information should be completed and returned to:*

**Swansboro United Methodist Church  
665 West Corbett Avenue  
Swansboro, North Carolina 28584**

Bride _____	Groom _____
Address _____	Address _____
_____	_____
Phone _____	Phone _____
Email _____	Email _____

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Date of wedding \_\_\_\_\_ Time of wedding \_\_\_\_\_

Reception Location \_\_\_\_\_

Date of rehearsal \_\_\_\_\_ Time of rehearsal \_\_\_\_\_

Rehearsal dinner location \_\_\_\_\_ Time of dinner \_\_\_\_\_

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Florist _____	Phone _____
Photographer _____	Phone _____
Videographer _____	Phone _____

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Are altar flowers to be left in the Sanctuary for worship services? \_\_\_\_\_

If yes, please complete the following sentence for the bulletin: **The flowers on the altar are given to the glory of God and in honor (memory) of** \_\_\_\_\_

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Do you wish to use a unity candle? \_\_\_\_\_

Are you or either of your parents a member of Swansboro United Methodist Church? \_\_\_\_\_

If yes, please indicate member \_\_\_\_\_

Is a guest minister requested? \_\_\_\_\_ If yes, please provide the following information:

Name of Minister \_\_\_\_\_

Church Affiliation \_\_\_\_\_

Church Address \_\_\_\_\_

Organist \_\_\_\_\_ Phone \_\_\_\_\_

Vocalist \_\_\_\_\_ Phone \_\_\_\_\_

Instrumentalist(s) \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

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Number of rows to reserve on each side? \_\_\_\_\_

Do you wish to use space for bridal attendants to dress? \_\_\_\_\_

Who will perform the following duties?

Attend the guest book before the ceremony \_\_\_\_\_

Distribute wedding programs before the ceremony \_\_\_\_\_

Remove pew decorations after the ceremony \_\_\_\_\_

Remove personal items, food and litter from bride's dressing room \_\_\_\_\_

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Bride's parents' names and addresses \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ email \_\_\_\_\_

Groom's parents' names and addresses \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ email \_\_\_\_\_

Matron of Honor \_\_\_\_\_ Best Man \_\_\_\_\_

Maid of Honor \_\_\_\_\_

Bridesmaids \_\_\_\_\_

Ushers \_\_\_\_\_

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\_\_\_\_\_

Flower Girl\* \_\_\_\_\_

Ring Bearer\* \_\_\_\_\_

*\*These attendants should be at least 5 years old*

Please designate ushers to perform the following duties

Light the altar candles (please name two)

\_\_\_\_\_

Usher bride's mother \_\_\_\_\_

Usher groom's mother \_\_\_\_\_

Usher bride's paternal grandmother \_\_\_\_\_

Usher bride's maternal grandmother \_\_\_\_\_

Usher groom's paternal grandmother \_\_\_\_\_

Usher groom's maternal grandmother \_\_\_\_\_

Other special guests to be seated

\_\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_ by \_\_\_\_\_

Dismiss guests after ceremony (please name four)

\_\_\_\_\_

\_\_\_\_\_