



Westminster Presbyterian Church
1500 Scio Church Rd., Ann Arbor, MI 48103
734-761-9320

Wedding Planning Information

Please fill out and return at least 2 months prior to your wedding date to:
Wedding Site Coordinator
Westminster Presbyterian Church

Wedding of: _____ and _____

Wedding date: _____ Time: _____

Rehearsal Date: _____ Time: _____

Name, address and telephone number of person(s) requesting wedding at Westminster:

Who will officiate? _____

Have you filled out a Building and Facilities Use Application with the church office and placed a \$100 deposit to keep it on the church calendar? _____

Are you a member of Westminster? _____

Number of guests: _____ (Sanctuary holds 225 or 236 with additional folding chairs;
parking lot has 93 sites with 40-50 additional on street)

Will there be a reception at the church? _____

Will the kneeling bench be used? _____

Will you use the chancel candelabra? _____ (Church purchases candles)

Will tall pew candelabras be used? _____

Will there be a Unity candle? _____

(Bride and Groom provide the Unity candle and narrow tapers for lighting.)

Church's holder? _____ You will provide a holder? _____

Will you have pew bows? _____ and/or pew decorations? _____ (see policy guidelines for restrictions)

Name of florist _____ Arrival time? _____ Phone _____

Name of photographer? _____ Arrival time? _____ Phone _____

Name of videographer? _____ Arrival time? _____ Phone _____

Name of organist? _____ Arrival time? _____ Phone _____

Name of soloist? _____ Arrival time? _____ Phone _____

Name(s) of additional instrumentalists?

_____ Time of Arrival? _____

Name(s) of readers for ceremony? _____

Guest Book/Frame? _____ Name of Guest Book/Frame Attendant _____

When will the Women of the wedding party arrive or dress at church?

Time of arrival? _____ Who will be responsible for gathering personal items from the
bridal room? _____

When will the Men of the wedding party arrive at church?

Time of arrival? _____ Who will be responsible for gathering personal items from the
grooms' room? _____

Will the chancel flowers be left for Sunday Service? _____

How would you like ushers to seat guests?

Bride's guests/Groom's guests _____ General seating _____

Names of those who will usher? _____

Will there be a printed wedding ceremony bulletin? _____

Who will hand out the wedding ceremony bulletins? _____

Who will light the candles? _____

Chancel candelabras (2) to be rented? _____ Not rented _____

Tall pew candles (12) to be rented? _____ Not rented _____

What is the special music for seating grandparents and parents?

Grandparents
of Bride: _____

Grandparents
of Groom: _____

Will Grandparents be seated before ceremony starts? _____

Parents
of Bride: _____

Parents
of Groom: _____

Who will escort
Grandparents
of Bride: _____

Grandparents
of Groom: _____

Parents
of Bride: _____

Parents
of Groom: _____

Please list in order where your attendants will stand from you, naming the bridesmaid and groomsman closest to the bride and groom and working out.

Attendants

Maid or Matron of Honor:
1 _____

Best Man:
1 _____

Flower Girl or Jr. Bridesmaid:
2 _____

Ring Bearer:
2 _____

Bridesmaids:
3 _____

Groomsmen:
3 _____

4 _____

4 _____

5 _____

5 _____

6 _____

6 _____

7 _____

7 _____

How will guests be ushered out after ceremony? _____

Will there be a receiving line at the church? _____

Will there be rice or bubbles used at the church? _____

*No rice or confetti may be thrown within the church building or on the grounds. The church suggests using birdseed or bubbles outside only as it is more compatible with the environment.

Comments:

Questions? Call Wedding Site Coordinator
(734) 761-9320