

For Church Office Use Only

Rooms Needed \_\_\_\_\_  
Wedding Date and Time \_\_\_\_\_ Rehearsal Date and Time \_\_\_\_\_  
Group PMC Date \_\_\_\_\_ Individual PMC Date \_\_\_\_\_  
Information placed on Church Calendar \_\_\_\_\_ by \_\_\_\_\_

**WEDDING INFORMATION SHEET**

*Please fill out both sides as completely as possible and return to the church office.  
Weddings will NOT be placed on the church calendar until this form is **returned** to the church office!  
Hope Ridge United Methodist Church, 9870 Johnnycake Ridge Rd., Mentor, OH 44060  
Phone: 440-352-2141 Email: hopeoffice@hoperidge.com*

**COUPLE INFORMATION**

Bride's full name \_\_\_\_\_ DOB \_\_\_\_\_  
Address \_\_\_\_\_  
Phones: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_  
Email \_\_\_\_\_  
Faith background \_\_\_\_\_  
Parent's Names \_\_\_\_\_

Groom's full name \_\_\_\_\_ DOB \_\_\_\_\_  
Address \_\_\_\_\_  
Phones: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_  
Email \_\_\_\_\_  
Faith background \_\_\_\_\_  
Parent's Names \_\_\_\_\_

Have either been married before? \_\_\_\_ Yes \_\_\_\_ No  
Do either have children? \_\_\_\_ Yes \_\_\_\_ No  
If yes, Names and ages \_\_\_\_\_  
Are there any special or unique family situations that would be important to know about? \_\_\_\_ Yes \_\_\_\_ No  
Explain: \_\_\_\_\_

Couple's address after the wedding \_\_\_\_\_

**WEDDING SERVICE INFORMATION**

Wedding date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_  
Estimated Attendance \_\_\_\_\_  
Maid/Matron of Honor \_\_\_\_\_ Flower girl (age) \_\_\_\_\_  
Bridesmaids \_\_\_\_\_  
Best man \_\_\_\_\_ Ring Bearer (age) \_\_\_\_\_  
Groomsmen/Ushers \_\_\_\_\_  
Will the bride be given away? \_\_\_\_ Yes \_\_\_\_ No By whom? \_\_\_\_\_  
How many rings will there be? \_\_\_\_\_  
Will there be a wedding/unity candle? \_\_\_\_ Yes \_\_\_\_ No  
Will there be an aisle runner? \_\_\_\_ Yes \_\_\_\_ No  
Will you be using candelabras? \_\_\_\_ Yes \_\_\_\_ No  
Will there be a soloist before the service? \_\_\_\_ Yes \_\_\_\_ No During the service? \_\_\_\_ Yes \_\_\_\_ No  
What names would you like used during the service?  
Bride \_\_\_\_\_ Groom \_\_\_\_\_  
How would you like to be introduced at the conclusion of the service? (Mr. and Mrs., John and Jane, etc.)  
\_\_\_\_\_

**IMPORTANT PERSONS TO CONTACT**

Organist _____	Notified _____
Soloist _____	Notified _____
Florist _____	Notified _____
Photographer _____	Notified _____
Rehearsal dinner facility _____	Notified _____
Reception facility _____	Notified _____
When will the wedding license be secured? _____	

**OTHER INFORMATION**

*Is there other special information you want to share or are there questions you want to ask?*