

**WEDDING INFORMATION FORM**

First Presbyterian Church  
 709 South Boston Avenue  
 Tulsa, Oklahoma 74119  
 Phone: (918) 584-4701  
 Fax: (918) 584-5233

Office Use Only

Pastor Approval:

Date:

**Please type or print clearly****BRIDE** (Full Legal Name)

\_\_\_\_\_

Preferred Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone

Numbers: Home (\_\_\_\_)\_\_\_\_\_ Work (\_\_\_\_)\_\_\_\_\_

Cell (\_\_\_\_)\_\_\_\_\_

E-mail address \_\_\_\_\_

Any previous marriage? \_\_\_\_\_

If so, how terminated \_\_\_\_\_

Church membership (name of church and city)

\_\_\_\_\_

Parents' name, address &amp; phone

**GROOM** (Full Legal Name)

\_\_\_\_\_

Preferred Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone

Numbers: Home (\_\_\_\_)\_\_\_\_\_ Work (\_\_\_\_)\_\_\_\_\_

Cell (\_\_\_\_)\_\_\_\_\_

E-mail address \_\_\_\_\_

Any previous marriage? \_\_\_\_\_

If so, how terminated \_\_\_\_\_

Church membership (name of church and city)

\_\_\_\_\_

Parents' name, address &amp; phone

Name and address after marriage

\_\_\_\_\_

**PLEASE ALERT THE CHURCH IMMEDIATELY OF ANY CHANGE IN ADDRESS OR PHONE NUMBER****REQUESTED DATES****WEDDING** (list as many dates and times as you are willing to consider; more than one date is helpful)

Date(s) \_\_\_\_\_

\_\_\_\_\_

Time(s) \_\_\_\_\_

**REHEARSAL** (rehearsals may not begin later than 6:00 p.m.)

Date(s) \_\_\_\_\_

\_\_\_\_\_

Time(s) \_\_\_\_\_

**FACILITY**

Sanctuary \_\_\_\_\_

Chapel \_\_\_\_\_

Great Hall \_\_\_\_\_

Camp Loughridge Chapel \_\_\_\_\_

(contact Camp Office,  
(918) 446-4194)**NUMBER ATTENDING**Number in wedding party \_\_\_\_\_  
(bride, groom, attendants, ringbearers, etc.)

Anticipated number of guests \_\_\_\_\_

Sanctuary center section will hold approx. 200 persons

Total Sanctuary capacity is approx. 1200 persons

Kerr Chapel holds approx. 125 persons

Great Hall holds approx. 300 persons

A First Church pastor officiates at weddings. **If another pastor is invited to assist, it must be arranged through the officiating pastor.**

Please indicate any preferences for First Church pastors to officiate your ceremony that you may have.

\_\_\_\_\_

**ORGANIST/SOLOISTS**The Director of Music approves all music selected for a wedding service. Any vocalist, instrumentalist, or substitute organist **must be approved by the Director of Music.**If you will **not** need an organist, check here \_\_\_\_\_

Do you wish the church to arrange for a vocalist/instrumentalist? Yes \_\_\_\_\_ No \_\_\_\_\_

**RECEPTION**

Do you wish to reserve a room at the church for a reception?

Yes \_\_\_\_\_ No \_\_\_\_\_

Reception requests for the Bernsen Center facilities must be submitted to the church Business Office (918) 584-4701 ext. 240.

**DATE SUBMITTED****SIGNATURE**

(over)

Grandparents

Bride

Groom

**Maternal Grandparents**

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**Paternal Grandparents**

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Wedding Party

Name

Address

**Honor Attendants**

{Indicate if for  
Bride (B) or  
Groom (G)}

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**Other Attendants**

{Indicate if  
Bridesmaid (B),  
Groomsman (G),  
or Usher (U)}

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(If an attendant is  
a relative of the  
Bride or Groom,  
please indicate the  
relationship.

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**Flower Girl**

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**Ring Bearer**

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**Guest Musicians**

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(If more space is needed for information regarding the wedding party, please attach an additional piece of paper)

Once a wedding has been placed on the church calendar, a deposit of \$200 is due at the time of the first meeting with the officiating pastor.

The wedding coordinator is the agent of First Presbyterian Church, whose function is to see that all outside contractors (florist, caterers, photographers, etc.) are aware of the pertinent church policy, and to ensure that all wedding details are in accordance with church policy. The wedding coordinator's services are mandatory for all wedding ceremonies at First Presbyterian Church when the guest list includes twenty-five or more guests.

First Church bridal couples must participate in pre-marital counseling with both the officiating pastor as well as a licensed Christian counselor. The church has a list of approved licensed counselors. Once an application has been approved, counseling appointments should be made with both the pastor and the outside counselor. To reach the appropriate office, please call the church at (918) 584-4701.

**FOR OFFICE USE ONLY**

Application received:  
Approved/denied:  
Notification letter sent:

Notifications:  
Pastor  
Organist  
Wedding Coordinator  
Maintenance  
Sound Technician

Pre-Marital Counseling Dates:

#1:

#2:

#3: