

**Essential Wedding Information
Ebenezer Mennonite Church**

Wedding Plans for:

Mr. _____

Address: _____ Phone: _____

City, State: _____ Zip: _____

Birth Date: ____/____/____ Previously Married? Yes No

Miss _____

Address: _____ Phone: _____

City, State: _____ Zip: _____

Birth Date: ____/____/____ Previously Married? Yes No

1. Rehearsal Date: ____/____/____ Time: _____

2. Wedding Date: ____/____/____ Music begins: _____

Ceremony begins: _____

3. Wedding Location: _____

4. Reception Location: _____

(Note: If the wedding and/or reception are to be held at Ebenezer, you will need to complete a *Request for Building Use* form (attached) and submit it, along with the custodial deposit, to the church office.)

5. Estimated Attendance: Wedding: _____ Reception: _____

6. Music: You will need to arrange for your own musicians, accompanists, vocalists and sound technician.

Pre-Service Music Titles: _____

Processional Title: _____

Wedding March: _____

Ceremony Special Music Titles

Recessional Title: _____

7, Service Elements:

Rings? Double Single Unity Candle? Yes No

Communion? Yes No Your own vows? Yes No

8. Wedding License: Apply at County Courthouse **more** than one week before the service. Bring the license to the Past or at the rehearsal. The service **cannot** progress without the license being in the hands of the Pastor.

9. Future Residential Address:

Address: _____ Phone: _____

City/State: _____ Zip: _____

(**Note:** Return this form to the Church Office. Your reservation of church facilities will not be considered confirmed unless this form is promptly returned to the church.)

**Reception Information
Ebenezer Mennonite Church**

Names: _____

Address: _____ Phone: _____

City, State: _____ Zip: _____

Date of Reception: _____

Estimated attendance: _____ Number of tables needed: _____

We will do our best to arrange the room to your desire; but the larger the attendance, the fewer choices we have in regard to the table arrangements.

* Should your attendance exceed the available number of tables and chairs, you will be responsible for the extras.

Head Table? Yes No Head Table should seat _____ guests.

Location of serving table: _____

Full Meal? Yes No

Note #1: Return this form promptly to the Church Office. Your reservation of the Crossroads Ministry Center will not be considered confirmed unless this form is promptly returned to the church and you have contacted the Service Committee chairperson.

Note #2: Absolutely no rice or birdseed allowed.

(copy to Custodian)

Service Committee:

The Church Service Committee Chairperson must be contacted prior to any use of the kitchen. She will know what dishes and sundries are available and advise you on kitchen policies. However, you are responsible for the use of the kitchen and its equipment, for breakage and for cleaning up. Disposable items such as paper plates, table covers, cups, coffee, tea and the like are also your responsibility.

(Revised: July 19, 2001)