



Wedding Planning Questionnaire

Central United Methodist Church

Couple: _____

Date of Wedding: _____

Many decisions are necessary to make your wedding day a smooth affair that reflects your vision of your wedding service. This questionnaire assists the bride and groom in planning their wedding service in three easy steps.

- 1. The couple should plan their specific worship service with their pastor and musicians.*
- 2. The bride and groom should complete as much of this "Wedding Planning Questionnaire" as possible prior to their first meeting with the Wedding Director.*
- 3. Together with the Wedding Director, complete this document at least several weeks before the wedding rehearsal.*

Please provide a completed copy of this document to the pastor(s), musician(s), and other critical persons at the wedding rehearsal.

Bride's Phone # and Email _____

Bride's Mother _____

Bride's Mother's Phone # and Email _____

Groom's Phone # and Email _____

Wedding Director _____

Director's Phone # and Email _____

Pastor(s) _____

Pastor's Phone # and Email _____

Pre-Rehearsal Planning Meeting

(Between couple and Wedding Director at least several weeks before the rehearsal.)

Date & Time of Planning Meeting _____

Deposit paid to Central United Methodist Church Yes / No

All other fees paid at the rehearsal? Yes / No

Church/Facility Fee	\$1,200	Yes / No
Pastor(s)	350	Yes / No
Director	300	Yes / No
Custodian	400	Yes / No
Organist	350	Yes / No
Sound System Operator	200	Yes / No

Wedding License

(Register at any NC Clerk of Court no earlier than 2 months. Bring the license to the rehearsal and give to the pastor.)

License given to pastor at rehearsal? Yes / No

Wedding Bulletin

(Wedding bulletins are the responsibility of the couple. The bulletin may include some prayers and other acts of worship that enable the whole congregation to participate in the service. The bulletin should be created by couple after meeting with pastor, organist, and other musicians.)

Bulletin reviewed by pastor? Yes / No

Printing/copying by _____

of guests? _____

of bulletins? _____

Rehearsal

Date & Time of Rehearsal _____

Wedding License given to pastor? Yes / No

Set out bulletins, directions to reception, guest book

Maid/Matron of Honor _____

Bridesmaids

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Best Man _____

Groomsmen

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

How to line up? (men on one side with women on other or alternating men and women?)

Indicate where family of bride/groom will sit. Are there special considerations because of previous divorces and/or remarriages of members of the wedding party?

Procession Order

Encourage everyone to participate in both the rehearsal processional and recessional, including grandparents. Please note: not everyone listed is necessarily needed in every ceremony.

Cross-carrier

Grandparents of Groom

1. _____ escorted by _____

2. _____ escorted by _____

Grandparents of Bride

3. _____ escorted by _____

4. _____ escorted by _____

Do the mothers need two candles for lighting the candles beside the unity candle?
Yes/ No

Mother of Groom _____ escorted by _____

Mother of Bride _____ escorted by _____

Pastor(s) _____

Groom _____

Best man _____

Groomsmen

1.

2.

3.

4.

5.

6.

Bridesmaids

1.

2.

3.

4.

5.

6.

Junior Bridesmaid _____

Maid/Matron of Honor _____

Ring Bearer _____

Pillow? Yes / No

Flower Girl _____

Basket with silk flowers? Yes / No

Bride and Father or (escort) _____

(Is bride on the escort's left or right arm?)

Wedding Day

Wedding party arrival time _____

Transportation for wedding party: Individual Cars / Bus / Limo / Other _____

Refreshments? _____

Refreshments provided by whom? _____

Guests' arrival time: _____

Nursery required? Yes / No

Childcare providers _____

Bridal dressing room _____

Groom waiting room _____

Groomsmen dressing room _____

Ceremony Set –up

Unity candle? Yes / No

Other candles? Yes / No

Time when candles will be lighted _____

Who will light the candles? _____

Will mothers light the two candles beside the unity candle? Yes / No

Other flowers in sanctuary? Yes / No

Flowers in narthex? Yes / No

Flowers on pews? Yes / No

Flower petals for flower girl? Yes / No

Flowers left for Sunday worship? Yes / No

If the primary flowers are left in the sanctuary for subsequent use by the congregation, what is the wording of the flower announcement in the worship bulletin?

Rings carried by whom? _____

Other signs/items to be exchanged during the service? _____

Kneeling bench/pad? Yes / No

Other items being brought to church _____

of reserved rows on left (bride's side) _____

Who will sit on the first row for bride's family? _____

Second row seating for bride's family _____

of reserved rows on right (groom's side) _____

Who will sit on the first row for groom's family? _____

Second row seating for groom's family _____

Recessional Order

Bride and Groom

Flower Girl and Ring Bearer

Maid/Matron of Honor and Best Man

Bridesmaids and Groomsmen

Mother and Father of Bride

Escorted by _____

Mother and Father of Groom

Escorted by _____

Grandparents of Bride

Escorted by _____ or remain seated until time for pictures

Grandparents of Groom

Escorted by _____ or remain seated until time for pictures

When will the pastor ask persons to stand and exit? _____

Congregation by rows as guided by ushers

Directed by _____

Where will the wedding party gather at the end of the recessional for pictures? _____

Will there be a receiving line at the end, or only at the reception? _____

Ceremony Music

Musician _____ Contact Phone # and Email _____

Soloist(s) _____ Contact Phone # and Email _____

How many solos and when will they be sung? _____

Other instrumentalists _____

Contact Phone # _____

Other Set-up Needs

Guest Book Table? Yes/No

Guest Book Attendant: _____

Bulletins set out? Yes/No

Other needs: _____

Reception Set-up

Who is in charge of decorations? _____

Phone # and Email _____

Total number of tables _____

Assigned Seating? Yes/No

Head Table? Yes/No

How many seats? _____

Reserved Tables? Yes/No

How many tables? _____ Seats # _____

Sample Timeline of Ceremony & Reception for a 2:00pm Ceremony

- 12:00 Floral arrangements finished
- 12:00 Bridal party arrives
- 12:30 Photographer arrives
- 1:00 Pictures with bride and bride’s family and friends
- 1:00 Groom’s party arrives
- 1:15 Ushers in narthex
- 1:30 Begin seating guests
- 1:30 Music begins and light candles
- 1:50 Grandparents seated
- Groom’s parents seated
- Bride’s mother seated
- Bridesmaids and ushers line up
- 2:00 Pastor, groom, best man enter
- Bridal processional

Details regarding timeline:

Is there a special “send-off” after wedding ceremony? Yes/No

What type? _____

Type of transportation for bride & groom exit? Car / Limo / Other: _____

Other Notes:

Vendor Information

Photographer: _____
Contact phone # and email: _____
Aware of church/site policies? Yes/No _____
Arrival time: _____
Special needs: _____
Will pictures be taken before the ceremony: Yes/No _____
Approximate length of post-ceremony pictures: _____

Key Policies:

- **no flash photographs within the sanctuary once the music begins**
- **appropriate attire**
- **coordination with videographer**

Florist: _____
Contact phone # and email _____
Aware of church/site policies? Yes/No _____
Arrival time: _____
Approx. set-up time needed: _____
Brief description of the flowers:

Key Policy:

- **limits on where flowers/candles may be placed**

Musicians (other than organist/principal musician): Yes/No _____
Names: _____
Contact phone # and email _____
Contact with organist/principal musician? Yes No _____
Arrival time: _____
Special needs: _____
Included in guest count for dinner: Yes/No _____

Key Policy:

- **all music coordinated with organist**

Videographer: Yes / No

Contact phone # and email _____

Aware of church/site policies? Yes/No

Arrival time: _____

Special needs: _____

Included in guest count for dinner: Yes/No

Key Policies:

- **Appropriate attire**
- **Coordination with photographer**
- **Location of equipment**

Caterer (if reception will be held on site): _____

Contact phone # and email _____

Aware of church/site policies? Yes/No

Arrival time: _____

Special needs: tables: _____

other: _____

Key Policies:

- **Church supplies not to be used**
- **Responsible for cleaning all food and supplies**

Cake provider (if reception will be held on site): _____

Contact phone # and email _____

Aware of church/site policies? Yes/No

Arrival time: _____

Special needs: table: _____

other: _____

Provide the cutting/serving utensils: Yes/No

Provide box for the top of the cake: Yes/No

****Ask baker for a box****

How many cakes will there be? _____

Who will be cutting/serving the cake? _____

Give a brief description of cake:

Sample wedding bulletins are available from the church office.

July 2023

