

NOELRIDGE CHRISTIAN CHURCH WEDDING COORDINATOR INFORMATION SHEETS

RETURN THESE TO THE CHURCH 60 DAYS BEFORE THE WEDDING
PRINT ALL INFORMATION LEGIBLY AND VERIFY ACCURACY PRIOR TO TURNING IN TO NCC

Name of Bride: _____ **Contact Number:** _____

Mailing Address: _____

Name of Groom: _____ **Contact Number:** _____

Mailing Address: _____

Bride Email: _____ **Groom Email:** _____

Ceremony Date: _____ **Time (start/end):** _____ **Day of Week:** _____

Rehearsal Date/Time: _____ **Bride a Member? YES NO** **Groom a Member? YES NO**

# of Guests Expected	# of Bridal Attendants	# of Groom's Attendants	# of Flower Girls	# of Ring Bearers	# of Extra Ushers
Mother of Bride will Attend?	Father of Bride will Attend?	# of Bride's Grandparents ____ Grandmothers ____ Grandfathers	Mother of Groom will Attend?	Father of Groom will Attend?	# of Groom's Grandparents ____ Grandmothers ____ Grandfathers

Soloist: _____ **Contact Number:** _____

Mailing Address: _____

Accompaniment: _____ **Live** _____ **Tape** _____ **CD** _____

Organist: _____ **Contact Number:** _____

Mailing Address: _____

Photographer: _____ **Contact Number:** _____

Mailing Address: _____

Video Tech: _____ **Contact Number:** _____

Mailing Address: _____

Florist: _____ **Contact Number:** _____

Mailing Address: _____

CHURCH PHONE THAT RINGS IN KITCHEN: 393-9532 (dial 108 anytime during the greeting)

Additional Equipment

Candelabra? YES NO

Banner? YES NO If yes, which one? _____

Guest Table? YES NO If yes, LONG table SHORT table

Tablecloth for Guest Table? YES NO

Will you be dressing at the church?

Bride? YES NO

Groom? YES NO

Outside Officiant Information

Name: _____ **Contact Number:** _____

Church Affiliation: _____

Mailing Address: _____

Additional Wedding Coordinator Information

Bride: _____ **Groom:** _____

Rehearsal Date: _____ **Rehearsal Time:** _____

Parent's Names

Bride	Groom

Grandparent's Names

Bride	Groom

Music

Before Ceremony: _____

Seating of Grandparents: _____

Seating of Parents: _____

Processional Music: _____

Order of Procession

Bridesmaids

Groomsmen

5

5

4

4

3

3

2

2

1

1

**Maid/Matron
of Honor:**

Best Man:

Flower Girl:

Ring Bearer:

Bride & Father – Music Selection:

Recessional – Reverse Order

Dismissal of Guests: Bride and Groom or Receiving Line?

Receiving Line Order:

Ushers

Bride

Groom

Guest Book Attendant:

Gift Bearers:

Bubbles? YES or NO

Reception place and time:

Time of limo arrival: