

**DELTA PRESBYTERIAN CHURCH
WEDDING INFORMATION**

(Please Print) Return this sheet to church office
6100 W. Michigan Ave, Lansing, MI 48917

Wedding Date: _____ Time: _____ Time church to be opened _____

Rehearsal Date: _____ Time: _____ Time church to be opened _____

Number of people expected to attend: _____

GROOM: _____ Age: _____ Phone: (H) _____ (W) _____

Email address: _____

Address: _____

Church: _____ Occupation: _____

Father: _____ Mother: _____

Any Previous Marriages: _____ Children: _____ Age(s): _____

BRIDE: _____ Age: _____ Phone: (H) _____ (W) _____

Email address: _____

Address: _____

Church: _____ Occupation: _____

Father: _____ Mother: _____

Any Previous Marriages: _____ Children: _____ Age(s): _____

Place of Wedding: _____

How many to be seated in row reserved for immediate family? Groom: _____ Bride: _____

Place of Reception: _____

Address after marriage: _____

Minister: _____

Accompanist: _____ Soloist: _____

Maid/Matron of Honor: _____ Best Man: _____

Attendants:

Ushers:

_____ (will bring in mother of the bride) _____ (will bring in mother of the groom)

Flower Girl: _____ Age: _____ Ring Bearer: _____ Age: _____

Florist: _____ Photographer: _____

Leave Flowers: yes___ no___

Opening time: _____ Candelabra: yes___ no___ (you supply candles)

Other: _____

*** YOU PROVIDE**

WILL YOU BE USING?

*Unity Candle: yes___ no___

*Aisle Runner: yes___ no___

*Audio Tape: yes___ no___ *Video Tape: yes___ no___

*Dripleless Candles for the candelabra: yes___ no___

Wedding party is responsible for putting out runner and picking it up.

Wedding party is responsible for arranging sanctuary - with permission.

FEES

Fees are due one month before the wedding:

	Member	Non-member	Date Paid	Check #
Sanctuary*	\$ 0	\$ 200		
Candelabra**	\$ 25	\$ 50		
Custodial+++	\$ 60	\$ 60		
Pastor	Honorarium	\$ 200		
Pianist (Delta)	\$ 140	\$ 140		
With soloist	\$ 165	\$ 165		
Piano w/o pianist	\$ 100	\$ 100		
Projection system	\$ 50/hr.	\$ 50/hr.		
Sound system****	\$ 50/hr.	\$ 50/hr.		
Sound tech	\$ 12/hr.	\$ 12/hr.		
Tape or DVD use++	\$ 12/hr.	\$ 12/hr.		
Multipurpose room	\$ 0	\$ 150		

*Does not include fees to Pastor; includes use of 2 microphones, extra are \$25 each.

**Dripless candles only, to be furnished by client

+++Fee provides custodian for up to 5 hours, extra time will be at \$12 per hour (remember rehearsal time is included, too).

****Soundboard technician must be church trained operator. Each of these items is one hour minimum charge plus half hour fractions beyond one hour.

++Tapes or DVD furnished by the client.

Fees are due one month before wedding.

Checks should be made out to Delta Presbyterian Church

Fees are total charges to the church, including rehearsals and the ceremony. The minister's honorarium should be paid directly to her. The pianist and custodian may also be paid separately to the individual.