



**Westminster Presbyterian Church**  
1500 Scio Church Rd., Ann Arbor, MI 48103  
734-761-9320

## **Wedding Planning Information**

Please fill out and return at least 2 months prior to your wedding date to:  
Wedding Site Coordinator  
Westminster Presbyterian Church

Wedding of: \_\_\_\_\_ and \_\_\_\_\_

Wedding date: \_\_\_\_\_ Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name, address and telephone number of person(s) requesting wedding at Westminster:

\_\_\_\_\_  
\_\_\_\_\_

Who will officiate? \_\_\_\_\_

Have you filled out a Building and Facilities Use Application with the church office and placed a \$100 deposit to keep it on the church calendar? \_\_\_\_\_

Are you a member of Westminster? \_\_\_\_\_

Number of guests: \_\_\_\_\_ (Sanctuary holds 225 or 236 with additional folding chairs;  
parking lot has 93 sites with 40-50 additional on street)

Will there be a reception at the church? \_\_\_\_\_

Will the kneeling bench be used? \_\_\_\_\_

Will you use the chancel candelabra? \_\_\_\_\_ (Church purchases candles)

Will tall pew candelabras be used? \_\_\_\_\_

Will there be a Unity candle? \_\_\_\_\_

(Bride and Groom provide the Unity candle and narrow tapers for lighting.)

Church's holder? \_\_\_\_\_ You will provide a holder? \_\_\_\_\_

Will you have pew bows? \_\_\_\_\_ and/or pew decorations? \_\_\_\_\_ (see policy guidelines for restrictions)

Name of florist \_\_\_\_\_ Arrival time? \_\_\_\_\_ Phone \_\_\_\_\_

Name of photographer? \_\_\_\_\_ Arrival time? \_\_\_\_\_ Phone \_\_\_\_\_

Name of videographer? \_\_\_\_\_ Arrival time? \_\_\_\_\_ Phone \_\_\_\_\_

Name of organist? \_\_\_\_\_ Arrival time? \_\_\_\_\_ Phone \_\_\_\_\_

Name of soloist? \_\_\_\_\_ Arrival time? \_\_\_\_\_ Phone \_\_\_\_\_

Name(s) of additional instrumentalists?

\_\_\_\_\_ Time of Arrival? \_\_\_\_\_

Name(s) of readers for ceremony? \_\_\_\_\_

Guest Book/Frame? \_\_\_\_\_ Name of Guest Book/Frame Attendant \_\_\_\_\_

When will the Women of the wedding party arrive or dress at church?

Time of arrival? \_\_\_\_\_ Who will be responsible for gathering personal items from the  
bridal room? \_\_\_\_\_

When will the Men of the wedding party arrive at church?

Time of arrival? \_\_\_\_\_ Who will be responsible for gathering personal items from the  
grooms' room? \_\_\_\_\_

Will the chancel flowers be left for Sunday Service? \_\_\_\_\_

How would you like ushers to seat guests?

Bride's guests/Groom's guests \_\_\_\_\_ General seating \_\_\_\_\_

Names of those who will usher? \_\_\_\_\_

\_\_\_\_\_

Will there be a printed wedding ceremony bulletin? \_\_\_\_\_

Who will hand out the wedding ceremony bulletins? \_\_\_\_\_

Who will light the candles? \_\_\_\_\_

Chancel candelabras (2) to be rented? \_\_\_\_\_ Not rented \_\_\_\_\_

Tall pew candles (12) to be rented? \_\_\_\_\_ Not rented \_\_\_\_\_

What is the special music for seating grandparents and parents?

Grandparents  
of Bride: \_\_\_\_\_  
\_\_\_\_\_

Grandparents  
of Groom: \_\_\_\_\_  
\_\_\_\_\_

Will Grandparents be seated before ceremony starts? \_\_\_\_\_

Parents  
of Bride: \_\_\_\_\_  
\_\_\_\_\_

Parents  
of Groom: \_\_\_\_\_  
\_\_\_\_\_

Who will escort  
Grandparents  
of Bride: \_\_\_\_\_  
\_\_\_\_\_

Grandparents  
of Groom: \_\_\_\_\_  
\_\_\_\_\_

Parents  
of Bride: \_\_\_\_\_  
\_\_\_\_\_

Parents  
of Groom: \_\_\_\_\_  
\_\_\_\_\_

Please list in order where your attendants will stand from you, naming the bridesmaid and groomsman closest to the bride and groom and working out.

*Attendants*

Maid or Matron of Honor:  
1 \_\_\_\_\_

Best Man:  
1 \_\_\_\_\_

Flower Girl or Jr. Bridesmaid:  
2 \_\_\_\_\_

Ring Bearer:  
2 \_\_\_\_\_

Bridesmaids:  
3 \_\_\_\_\_

Groomsmen:  
3 \_\_\_\_\_

4 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

5 \_\_\_\_\_

6 \_\_\_\_\_

6 \_\_\_\_\_

7 \_\_\_\_\_

7 \_\_\_\_\_

How will guests be ushered out after ceremony? \_\_\_\_\_

Will there be a receiving line at the church? \_\_\_\_\_

Will there be rice or bubbles used at the church? \_\_\_\_\_

\*No rice or confetti may be thrown within the church building or on the grounds. The church suggests using birdseed or bubbles outside only as it is more compatible with the environment.

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Questions? Call Wedding Site Coordinator, Tina Shaw  
(734) 426-2991 home  
(734) 223-6002 cell  
[tinalshaw@cs.com](mailto:tinalshaw@cs.com)