

**WEDDING SCHEDULING FORM**
**WEDDING NAME:** \_\_\_\_\_

**GENERAL INFORMATION:**
**TODAY'S DATE:** \_\_\_\_\_  
**BRIDE'S NAME:** \_\_\_\_\_ **GROOM'S NAME:** \_\_\_\_\_  
**BRIDE'S PHONE:** \_\_\_\_\_ **GROOM'S PHONE:** \_\_\_\_\_  
**ALT CONTACT:** \_\_\_\_\_ **MEMBER:** YES NO **MEMBER #:** \_\_\_\_\_  
**ALT PHONE:** \_\_\_\_\_ **ALT RELATIONSHIP:** \_\_\_\_\_

	REHEARSAL	DECORATING	WEDDING	RECEPTION
TIMES:	DATE:	DATE:	DATE:	DATE:
BUILDING OPEN:	AM PM	AM PM	AM PM	AM PM
EVENT TIME:	AM PM	AM PM	AM PM	AM PM
BUILDING CLOSED:	AM PM	AM PM	AM PM	AM PM

**WEDDING LOCATION AND FEES:**
**WORSHIP AREA:**
**SANCTUARY** 
**CHAPEL** 

# EXPECTED:	ITEM	FEE*	SELECTED ITEMS
	WORSHIP AREA:		
	CUSTODIAL FEE:	\$50.00	\$50.00
	WEDDING COORDINATOR:	\$125.00	\$125.00
<input type="checkbox"/>	PASTOR:		
<input type="checkbox"/>	SOUND/LIGHT TECHNICIAN:	\$50.00	
<input type="checkbox"/>	ORGANIST:	\$125.00	
<input type="checkbox"/>	CANDELABRA (SET OF 2)	\$20.00	
<input type="checkbox"/>	ALTAR CLOTH	\$20.00	
TOTAL:			

**PERFORMED BY:** \_\_\_\_\_


\*FEES ARE BASED ON MEMBERSHIP STATUS WITH BUMC.

**RECEPTION LOCATION AND FEES:**
**RECEPTION AT BUMC:**
 YES  NO

**RECEPTION AREA:**
 FLC  FH

ITEM	FEE*	HOURLY/ITEM	EXTENDED
RECEPTION AREA:	/HR		
CUSTODIAL FEE:	\$50.00	N/A	\$50.00
<input type="checkbox"/> SETUP/TEAR DOWN:		N/A	
<input type="checkbox"/> KITCHEN SPACE:	\$50.00	N/A	
<input type="checkbox"/> KITCHEN EQUIPMENT (LTD):	\$25.00/ITEM		
<input type="checkbox"/> ALL KITCHEN EQUIPMENT:*	\$150.00	N/A	
<input type="checkbox"/> KITCHEN SUPERVISOR:*	\$40.00	N/A	
<input type="checkbox"/> SOUND TECHNICIAN:	\$50.00	N/A	
TOTAL:			

**PERFORMED BY:** \_\_\_\_\_


\*KITCHEN SUPERVISOR IS REQUIRED FOR FLC KITCHEN WITH USE OF KITCHEN EQUIPMENT OPTION.

**CHURCH OFFICE USE ONLY**

DEPOSIT AMOUNT:	\$	DEPOSIT DATE:		CHECK #:	
BALANCE DUE DATE:		BALANCE DUE \$:	\$	INVOICE #:	
BALANCE PAID DATE:		CHECK #:			