

Request for Wedding Reservations

Woodlawn Baptist Church

Bride _____
 Address _____
 Cell _____
 Church affiliation _____
 Parents _____

Daytime phone _____
 City, State _____
 Email _____
 Where _____
 Address _____

Groom _____
 Address _____
 Cell _____
 Church affiliation _____
 Parents _____

Daytime phone _____
 City, State _____
 Email _____
 Where _____
 Address _____

If Bride/Groom are not members of Woodlawn Baptist Church; are the parents or grandparents of the Bride/Groom members of Woodlawn? Yes No

Circle the Facilities Desired

Worship Center Fellowship Center Great Hall West Hall M103 Other

Date & Time	Date	Time	Time Facility Needs to be open	Location
Wedding				
Reception				
Rehearsal				
Rehearsal Dinner				

Participants:

Minister: _____ Phone/email: _____
 Pianist: _____ Phone/email: _____
 Organist: _____ Phone/email: _____
 Reception Coordinator: _____ Phone/email: _____
 Caterer: _____ Phone/email: _____

Wedding dates will be approved by the church staff and put on the church calendar only after the deposit has been paid and this application has been submitted. Please return this reservation to the church office at your earliest convenience.

We have read the conditions provided in the Wedding Policies of Woodlawn Baptist Church and agree to comply with the rules and regulations and ensure that our guests will do likewise.

Bride _____
 (signed)

Groom _____
 (signed)

Wedding Set-Up

This is to be filled out and given to the church hostess no later than 30 days prior to the rehearsal. The hostess will give a copy to the church office.

Bride _____ Phone _____

Wedding Date _____ Time _____

Rehearsal Date _____ Time _____

Time doors open for rehearsal _____ For wedding _____

Wedding Coordinator: _____ Phone: _____

Florist

Florist: _____ Phone: _____

Delivery date: _____ Delivery time: _____

Equipment Rental

Company: _____ Phone: _____

Delivery date: _____ Delivery time: _____

Reception

Caterer: _____ Phone: _____

Person responsible: _____ Phone: _____

Set-up date: _____ Set-up time: _____

****Attach a sketch of the set-up required****

Wedding Fees to be Collected

Fees to be collected:

	Deposit (\$250.00)	\$
	Custodial Fees (members & non-members)	
	Rehearsal Dinner in:	
	• Great Hall (\$150)	
	• Fellowship Center (\$200)	
	• West Hall (\$75)	
	• Dining Room M103 (\$75)	\$
	Wedding in:	
	• Worship Center (\$200)	
	• If choir chairs are to be moved from Worship Center (additional fee of \$300.00)	\$
	Reception in:	
	• Fellowship Center (\$200)	
	• Great Hall (\$150)	
	• Dining Room (M103) (\$75)	\$
	Required Fees	
	Lighting & Sound Tech (\$100)	\$ 100
	Addition fee if Sound Tech needed for reception (\$100)	
	Church Hostess (\$200)	\$ 200
	Rental Fees (Non-church members)	
	• Worship Center (\$500)	
	• Fellowship Center (\$400)	
	• Great Hall (\$400)	
	• Dining Room (M103) (\$150)	
	• West Hall (\$100)	
	GRAND TOTAL	\$