

WEDDING RESERVATION FORM
Branch's Baptist Church, 3400 Broad Rock Blvd., Richmond, VA 23234

Date of Application: _____

Wedding Date: _____ Time: _____

Please complete both forms and return one copy to the church office; keep one for yourself.

Bride's Name: _____

Groom's Name: _____

Email: _____

Email: _____

Address: _____

Address: _____

Phone (Day) _____

Phone (Day) _____

Phone (Night) _____

Phone (Night) _____

Member of what church? _____

Member of what church? _____

Address after marriage: _____

Organist: _____

Director: _____

Email: _____

Email: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Florist: _____ Phone: _____

Leaving fresh flower arrangements for Sunday worship service? (not required) Y / N

If so, how many? _____

Please carefully read the information about decorating the sanctuary. Talk with the florist about same.

Can the Bride and Groom schedule pre-marital counseling sessions during business hours (M-F, 9am-4pm)? Y / N

REHEARSAL

Date & Time: _____

Facilities Needed:

Sanctuary: Y / N Kincheloe Hall*: Y / N

**fellowship hall capacity - 150*

WEDDING

Date & Time: _____

Facilities Needed:

Sanctuary: Y / N Kincheloe Hall*: Y / N

Equipment Needed:

Dressing room: Y / N Candelabra: Y / N

(office use only)

Officiating Minister: _____

Office Personnel taking info: _____

Packets mailed: _____ date: _____

Steps to altar: _____

Entered on church calendar by: _____

Fees received: _____

Church: _____

Custodian: _____

Counseling Appointments

(date & time)

ADDITIONAL INFORMATION FOR THE WEDDING DIRECTOR

Bride's Name: _____

Email: _____

Address: _____

Phone (Day) _____

Phone (Night) _____

Ceremony Date & Time: _____

Place & Address: _____

Number of guests: _____

Minutes of Music Selections: _____

Ushers to light candles: _____

Photos before ceremony? Y / N

Photos after ceremony? Y / N

Wedding Reception Time: _____

Place & Address: _____

Number of guests: _____

Groom's Name: _____

Email: _____

Address: _____

Phone (Day) _____

Phone (Night) _____

Rehearsal Date & Time: _____

Place & Address: _____

Rehearsal Dinner Time: _____

Place & Address: _____

Number of guests: _____

ORDER OF BRIDESMAIDS

Including maid/matron of honor, jr. bridesmaids, flower girl(s)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

additional people getting flowers

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

of corsages _____ # of boutonnieres _____

ORDER OF GROOMSMEN

Including best man, ring bearer

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Additional Ushers _____

Guest book _____

Programs _____

Photographer _____

Birdseed attendant _____