Information Sheet

This document is to be filled out by the couple & returned to the chapel office no later than 90 days before the wedding. The information provided is what the chapel coordinator will use to facilitate and support your rehearsal & wedding.

Couple’s names: _____________________________________________________________

Rehearsal date: ______________________ Rehearsal time frame: ____________________ # of people attending rehearsal: ______

Wedding date: ______________________ Wedding time frame: _____________________ # of guests attending ceremony: ______

Ceremony start time: ______________________ Estimated length of ceremony: ________________

Reception Site: __________________________________ Time: ______________________

Officiant: __________________________________ Phone: _________________________

Musician(s): ☐ Chapel Musician ☐ Outside Musician(s) ☐ Both Phone: _________________________

Vocalist(s): __________________________________ Phone: _________________________

Florist: __________________________________ Phone: _________________________

Outside coordinator(s): __________________________________ Phone: _________________________

Photographer: __________________________________ Phone: _________________________

Videographer: __________________________________ Phone: _________________________

Will the couple be seeing each other before the wedding? ☐ Yes ☐ No

We will have a unity: ☐ Candle ☐ Cross ☐ Knot ☐ Sand ☐ Communion ☐ N/A ☐ Other ________________________

Maid/Matron of Honor: ____________________________ Best Man: _________________________

Bridesmaid: __________________________________ Groomsman: _________________________

Bridesmaid: __________________________________ Groomsman: _________________________

Bridesmaid: __________________________________ Groomsman: _________________________

Bridesmaid: __________________________________ Groomsman: _________________________

Bridesmaid: __________________________________ Groomsman: _________________________

Bridesmaid: __________________________________ Groomsman: _________________________

Flower girl(s): __________________________________ Ring bearer(s): _________________________

Ushers: ____________________________________________________________

Houseparty: ____________________________________________________________

Reader(s): ____________________________________________________________

Will the couple’s parents &/or step parents all sit on the traditional 1st pew? ☐ Yes ☐ No ☐ N/A

Will the couple’s grandparents &/or step grandparents all sit on the traditional 2nd pew? ☐ Yes ☐ No ☐ N/A

If no, please list where you would like them to sit: ____________________________________________________________

Instructions for ushers (if applicable) ex: do not seat anyone on first 2 pews. ____________________________________________________________

Groomsmen enter: ☐ From altar side door with officiant ☐ From narthex with bridesmaids

Revised: June 2018
Please list the 1st person processing down the aisle to the last person processing. The “traditional order” is: groom’s grandparents, bride’s grandparents, groom’s parents, bride’s parents, groomsmen, bridesmaids, ring bearer, flower girl, bride. List who each person is next to their name: MOB (mother of bride), GFOG (grandfather of groom), RB (ring bearer), BM (bridesmaid), GM (groomsman), etc. Note - no more than 24 persons allowed in the narthex at any given time.

1. Name: ________________________ Escorted by: ________________________
2. Name: ________________________ Escorted by: ________________________
3. Name: ________________________ Escorted by: ________________________
4. Name: ________________________ Escorted by: ________________________
5. Name: ________________________ Escorted by: ________________________
6. Name: ________________________ Escorted by: ________________________
7. Name: ________________________ Escorted by: ________________________
8. Name: ________________________ Escorted by: ________________________
9. Name: ________________________ Escorted by: ________________________
10. Name: ________________________ Escorted by: ________________________
11. Name: ________________________ Escorted by: ________________________
12. Name: ________________________ Escorted by: ________________________

Would you like the officiant to make any announcements after the ceremony? □ Yes □ No
If yes, what would you like the officiant to say? ________________________

Immediately following the recessional, which do you prefer?

□ Couple & wedding party have moment alone before returning to the chapel for pictures
□ Couple & wedding party go upstairs to balcony to wave goodbye to guests, as exiting
□ Guests line up outside of the chapel for a “grand exit” with a getaway car

Who is in charge of clean up? Is the florist contracted to pick up petals, decor, florals, candles, holding rooms, etc. after the ceremony or is a friend/family member in charge of clean up? Note: chapel, holding rooms, & surrounding areas must look exactly as it was when you arrived. ________________________

Does anyone in your party require assisted listening devices? If yes, we can provide. □ Yes □ No
Any additional information you want us to know? ________________________

Would you like your wedding featured on RCC’s social media sites (website, blog, Facebook, twitter) or used in marketing materials? □ Yes □ No
If yes, we will contact your photographer/videographer after the wedding for photos/video clips. If yes, is there anything you would like for us to mention (how you met, proposal story, future plans)? ________________________

Wedding Party Hashtag, if applicable: ________________________

How did you hear about RCC? ________________________

Couple’s address after the wedding: ________________________

Revised: June 2018
For the couple's use:

Have you done the following?

Mandatory:  
- □ Paid $500 retainer  
- □ Paid remaining chapel fee  
- □ Paid $250 security deposit  
- □ Arranged music w/RCC musician or submitted song selections for outside musician(s)  
- □ *Told wedding party, vendors, musicians, & officiant* the Friday rehearsal (1 hour) & ceremony (3 hour) time frame.

Discretionary:  
- □ Paid $300 music fee  
- □ Paid $175 parking fee (home football game days only)  
- □ Florist contract  
- □ Photographer contract  
- □ Videographer contract  
- □ Outside coordinator contract