

Wedding Notice
For St. Mark's Use Only

Wedding Date: _____ **Wedding Time:** _____
Rehearsal Date: _____ **Rehearsal Time:** _____

Officiant(s): _____
Officiant from (if not St. Mark's): _____ Phone: _____
Eucharist: ___ Yes ___ No

Bride:
Name: _____
Date of Birth: _____
Address: _____
Home Phone: _____
Work Phone: _____
Email: _____
Home Church: _____
Baptised? (Yes or No): _____
Previously Married?: _____
Children? _____
History of Membership at St. Mark's: _____

Groom:
Name: _____
Date of Birth: _____
Address: _____
Home Phone: _____
Work Phone: _____
Email: _____
Home Church: _____
Baptised? (Yes or No): _____
Previously Married?: _____
Children? _____
History of Membership at St. Mark's: _____

Reason for Choosing St. Mark's: _____

Office Information:
Pre-Marital Preparation done by: _____
Wedding Coordinator(s): 1) _____
2) _____

Musicians:
Organist: James Welch Phone: (650)856-9700 (OR Jim's permission for sub.): _____
Substitute _____ Phone: _____
Soloist: _____ Phone: _____
Other Musicians: _____

Music: (Organist to return list to office)

Event	Music
Seating of Family (Mothers)	_____
Groom/Ushers	_____
Bridesmaids	_____
Bride	_____

Circulation

Clergy Wedding Coordinator(s) Altar Guild Organist Office Administrator
Date of Inquiry: _____ Letter to Photographer(Date Mailed): _____

Wedding Notice - Specifics

Wedding Day Coordination:

Dressing at church? _____ Time of Arrival: _____

Wedding Party:

Maid of Honor (name): _____

Bridesmaids (How many?): _____

Flower Girl**: _____

Additional Ushers (How many?): _____

Lectors 1) _____

Best Man (name): _____

Groomsmen (How many?): _____

Ring Bearer**: _____

Estimated number of Guests: _____

2) _____

****Flower Girls and Ring Bearers must be at least 4 years of age.**

Bride's Family:

Mother: _____

Father: _____

Step-Parent: _____

Grandmother: _____

Grandfather: _____

Other: _____

Groom's Family:

Mother: _____

Father: _____

Step-Parent: _____

Grandmother: _____

Grandfather: _____

Other: _____

Photographer:

_____ Phone: _____

Address: _____

Letter sent? Yes ___ No ___ Pictures before? _____ Pictures after? _____

****No flash pictures permitted during service – we can recreate them after the ceremony if need be.*****

Videographer:

_____ Phone: _____

Address: _____

Aisle Candles:

(Only permitted for weddings at 4 p.m. or later) Yes ___ No ___

Florist:

_____ Phone: _____

Address: _____

Arrangement for Welcome Table? _____ Time of arrival?(within 1 1/2 hours of ceremony) _____

****The two standing flower arrangements should be left for Sunday service.*****

Outside Wedding Officiants:

USE BLACK INK ONLY ON ALL DOCUMENTS!!! At the rehearsal, have the wedding party sign and fill out the green "Weddings" book and marriage license. After all are signed, put the documents in the Vestry. The day of the wedding, the officiant should sign all the documents and either mail the License or give the signed Marriage License in a self-addressed stamped envelope to the Best Man to be mailed ASAP. (**Red Service book will be filled out by the Wedding Coordinator.)