

**Wedding Information Sheet**  
**UNITED METHODIST CHURCH OF WHITEFISH BAY**  
**819 E. Silver Spring Dr. Whitefish Bay, Wisconsin 53217**  
**414-964-2424/www.umcwfb.org**

Please complete this form and return it to the Church office. The dates and times requested are confirmed, placed permanently on the church calendar and copies mailed to you **upon receipt of a deposit of \$200 for Sanctuary/\$100 Chapel Ceremony.**

**Bride's name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:(home)** \_\_\_\_\_ **(cell)** \_\_\_\_\_ **(work)** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Groom's name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Telephone: (home)** \_\_\_\_\_ **(cell)** \_\_\_\_\_ **(work)** \_\_\_\_\_

**Wedding Requested:**

**Date** \_\_\_\_\_ **Time** \_\_\_\_\_ **Place: (sanctuary, chapel, other)**

**Rehearsal Requested:**

**Date** \_\_\_\_\_ **Time** \_\_\_\_\_ **Place: (sanctuary, chapel, other)**

**Reception date requested:**

**Date** \_\_\_\_\_ **Time** \_\_\_\_\_ **Location: Fellowship Hall/Other**

**Name of Officiating Pastor** \_\_\_\_\_

**Information about "Non-UMC of Whitefish Bay" Clergy assisting with wedding:**

**Name /address/telephone #:** \_\_\_\_\_  
\_\_\_\_\_

**"We will abide by the policies stated in the Guidebook for Weddings at the UMC of Whitefish Bay."**  
**Note: Failure to abide by UMC of Whitefish Bay's policies may cause forfeiture of damage deposit.**

**Mailing address after wedding:** \_\_\_\_\_

**Bride's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Groom's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Important Reminders:**

**Read the "Guidebook for Weddings at the United Methodist Church of WFB." Contact the church organist. Contact and meet with your officiating pastor.**

\*\*\*\*\*

**Office Use Only:**

**Date completed and receive:** \_\_\_\_\_

**Signature of Officiating Pastor** \_\_\_\_\_

**Date copy sent to Bride and Groom:** \_\_\_\_\_

**Date and times confirmed on church calendar:** \_\_\_ Yes \_\_\_ Pending (see reasons below)

**Add as prospects** \_\_\_ Yes \_\_\_ No