

Grace Episcopal Church
924 Lake Street, Oak Park, Illinois 60301
708 – 386 – 8036

shawnschreiner@sbcglobal.net www.graceoakpark.org

WEDDING COORDINATION FORM

Please fill out and return this form to Grace Church 4 weeks prior to the scheduled wedding date. Keep a copy for yourself and fill it out completely, as it will replace your Inquiry Form in our files.

WEDDING PARTY CONTACT INFORMATION:

Main Wedding Contact: _____

Address: _____

City/State/Zip: _____

Phone: home _____ work _____

Email: _____

Bride: _____

Address: _____

City/State/Zip: _____

Phone: home _____ work _____

Email: _____

Parishioner? Y / N OR Home Church / Denomination: _____

Previously married? Y / N (this requires additional paperwork)

Groom: _____

Address: _____

City/State/Zip: _____

Phone: home _____ work _____

Email: _____

Parishioner? Y / N OR Home Church / Denomination: _____

Previously married? Y / N (this requires additional paperwork)

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Clergy (officiant for wedding): _____
Home Church: _____
Address: _____
City/State/Zip: _____
Phone: home _____ work _____
Email: _____

Wedding Planner (if outside planner used: _____
Address: _____
City/State/Zip: _____
Phone: home _____ work _____
Email: _____

Florist: _____
Address: _____
City/State/Zip: _____
Phone: home _____ work _____
Email: _____

Additional Musicians (if used: _____
Address: _____
City/State/Zip: _____
Phone: home _____ work _____
Email: _____

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DATES AND TIMES:

Wedding: _____, 20__ at _____ AM / PM
Wedding Party will arrive at the church at _____ AM / PM

Rehearsal: _____, 20__ at _____ AM / PM

Flower Delivery: _____, 20__ at _____ AM / PM

Flower Removal: _____, 20__ at _____ AM / PM

OR Flowers will be donated to Grace Church _____

Other Times the Church will be used and Purpose (eg. Musical Rehearsals)

NOTE: Music rehearsal times must be cleared in advance with the Parish Musician and added to the Grace Church master calendar.

_____, 20__ at _____ AM / PM FOR _____

_____, 20__ at _____ AM / PM FOR _____

_____, 20__ at _____ AM / PM FOR _____

WEDDING ATTENDANCE:

Number of Expected Guests: _____

Number of Bridesmaids / Groomsmen: _____

Number of Pews to be reserved for Bride / Groom Families: _____

WEDDING PARTICIPANTS:

Clergy: _____

Sacristan: Y / N

Acolyte: Y / N

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Bridesmaids	Relation to Bride / Groom

Groomsmen	Relation to Bride / Groom

Additional Ushers	Relation to Bride / Groom

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Flower Girl / Ring Bearer	Relation to Bride / Groom

Family Members Processing	Relation to Bride / Groom

CHURCH DECORATION:

Location of Flowers: _____

Location of Altar: _____

If freestanding altar is used, will a kneeler be needed? Y / N

Candle Arrangements: _____

Runner for Aisle used? Y / N

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SERVICE INFO:

Grace Episcopal Church does not print service leaflets. There are samples on our website, and the clergy can help you plan the leaflet. You are responsible for having leaflets printed using an outside source.

Please include readers' and additional musicians' names below.

Prelude (include composer name): _____

Family Member Processional: _____

Bridesmaids Processional: _____

Bride Processional: _____

Service order:

Eucharist? Y / N

Service Hymns: _____

First Reading: _____

Psalm: _____

Additional Music: _____

Second Reading: _____

Additional Music (if Gospel Reading is used): _____

Gospel Reading (if Eucharist): _____

Eucharist Hymn or Additional Music: _____

Recessional: _____

Postlude (include composer name): _____

Chimes? Y / N

Additional service notes: _____