

WESTWOOD PRESBYTERIAN CHURCH WEDDING SERVICE PREPARATION FORM

Bride: _____ Phone: (W) _____

(H) _____

Groom: _____ Phone: (W) _____

(H) _____

Address after marriage, if known: _____

Wedding Date: _____ Time: _____

Rehearsal Date: _____ Time: 5:00 pm

Pastor: _____

PLEASE PROVIDE (print) THE FOLLOWING INFORMATION:

Approximate number of guests: _____

WEDDING PARTY

Mother of Bride: _____ Father of the Bride: _____

Best Woman: _____ Best Man: _____

Bridesmaids: _____ Groomsmen: _____

Flower Girl(s)/age(s): _____ Ringbearer/age: _____

Ushers: _____ Reader(s): _____

Guest Book Attendant: _____

Instrumentalist(s) and instrument(s): _____ Soloist(s): _____

Family/Significant Others who will process:

Parents of Groom: _____

Grandparents of Bride: _____

Grandparents of Groom: _____

Others: _____

Please indicate if anyone will need special accommodations: _____

PHOTOGRAPHY and VIDEOTAPE: Please remember that your parties have 90 minutes prior access to the building. **Be sure they know this.** Please be sure to inform them of the church's policy on photography and video taping during a worship service.

Do you plan to have pictures taken in the Sanctuary
before the ceremony? _____ after the ceremony? _____

RECEIVING LINE: Receiving lines are to be held at the reception only.

WEDDING CEREMONY BULLETIN: Will you be providing a wedding bulletin? _____
If so, we will provide you with a copy of the order of worship.

SANCTUARY PREPARATION: As shown on your Cost Sheet, the church will be open ninety minutes prior to the time of your wedding unless you have made arrangements for earlier access at an additional cost. **Please be sure all parties know this.** During this time the flowers, pew bows, aisle-runner, etc. are to be delivered.

Do you plan to use a Unity Candle? _____
If so, you will also need to furnish the candle, the holder and the 2 side candles.
Please bring your Unity Candle and 2 side candles to the rehearsal.

Will you be using a (non-skid) aisle-runner? _____ (Florist provides.)

Have you arranged for someone to take your floral pieces following your ceremony? _____

Please furnish the following:

Name and address of florist: _____ Phone: _____

Name and address of photographer: _____ Phone: _____

Name and address of videographer: _____ Phone: _____

SPECIAL ACCOMMODATIONS – Will any be necessary? If so, please explain.

MARRIAGE LICENSE: Please be sure to obtain your marriage license from a Los Angeles County Clerk's office. We suggest you call first so you will have the necessary information needed to obtain your license. The Clerk's office nearest the church is:

Los Angeles County Clerk's Office
9355 Burton Way (1st floor of the courthouse)
Beverly Hills, CA
Phone: (310) 288-1261

It is imperative that you bring the license to the rehearsal as the Pastor will be unable to officiate your wedding without it. The Pastor will sign the license after the ceremony and a copy will be mailed to you. The original will be mailed by the church office to the Los Angeles County Clerk's office for registration and filing.

ADDITIONAL INFORMATION WHICH MAY BE OF HELP AS YOU PLAN YOUR WEDDING:

Capacity: The sanctuary holds up to 300 people.

Altar: The church's white altar cloth and white antependiums for the pulpit and lectern must be used.

Flowers/Candles: We offer you the use of two white wicker flower stands. Each stands approximately 40" tall; container is approximately 7^{1/2}" in diameter. Flowers, candles, runners or pedestals are not provided by WPC. We can offer you the use of two 7-branch candelabras (white - 14" tapers are suggested), a three branch stand unity candle white - 16" tapers suggested), and electrical pew end candelabras to light the center aisle. Placement of flowers and candles are arranged with the wedding coordinator and florist.

Bows on Pews - no stapling or taping: Either the florist or family provides. There are 20 pews on each side of the main aisle of the Sanctuary.

Non-skid aisle runner: Florist provides. The sanctuary aisle is 46'10" long. If the florist rolls it out before your guests arrive, please arrange to have it pinned or taped down beginning from the bottom of the chancel stairs.

Photography/Videography: No pictures or videos may be taken by amateurs during the ceremony on the main floor. Available light-only pictures or videos may be taken from the balcony by amateurs if no guests are seated there. **The Wedding Coordinator in charge will meet with the photographer/videographer before the service at the church to clarify our policies.**

- Professional photographers/videographers may take flash photos/videos only for the procession down the aisle and as the bridal party recesses.
- During the worship service no flash photographs nor specially-lighted videos may be used. Professional photographers/videographers may stand on the main floor behind the congregation and take non-flash photos and videos. They may also use the balcony, if no guests are seated there, to take non-flash photos and videos. A remote-controlled video camera may be placed in the choir-loft area.
- Flash photography and video opportunities may be made available before and/or after the worship service.

Rehearsal Directors and Wedding Consultants: If you do plan to work with a private wedding consultant, their assistance at the rehearsal and ceremony will not be needed.

PLEASE REMEMBER: No alcoholic beverages are allowed inside the church or on its premises.

- At the conclusion of the service, as the couple departs for the reception, bubbles or birdseed are permitted in the parking area. For safety and maintenance concerns, balloons, rice, "pretend rice," flower petals, and confetti throwing are not allowed.