

**GRACE UNITED METHODIST CHURCH
WEDDING COORDINATOR QUESTIONNAIRE**

Name of bride _____

Name of groom _____

Date of wedding _____

Time of wedding ceremony _____

Time of wedding rehearsal _____

Minister _____

Number/Names of bridesmaids _____

Number/Names of groomsmen _____

Junior bridesmaid's name _____

Flower girl's name _____

Ring bearer's name _____

Will there be a guest book? _____

Number/Names of ushers _____

Number/Names of grandmothers _____

Number/Names of mothers _____

Who will be seating the grandmothers and mothers? _____

Number of pews needed for family members _____

Parent/s of flower girl or ring bearer up front? _____

Will church sound system be used? _____

Number/Names of songs _____

Organ or other musical instruments? _____

How many microphones will be needed? _____

Which aisle will bride be entering? EAST WEST

Which aisle will bride and groom be exiting? EAST WEST

How will ushers be directing guests to leave? _____

Will pictures be taken before and after the ceremony? _____

Will you have a videographer? _____

Will the bride and/or bridesmaids be dressing at the church? _____ When? _____

Will the groom and/or groomsmen be dressing at the church? _____ When? _____

Who will be responsible for checking the rooms for anything left behind? _____

Would you like to use the Chapel before the ceremony for prayer time? _____

What will be used for the sendoff? _____

Arrangement of the front of the sanctuary

Will you be using any type of symbols to demonstrate your union? _____

Will mothers or other family members be involved with ceremony? _____

Will you need the pulpit? _____

Will you need the altar? _____

Will you need the candelabras? _____

Who will decorate the sanctuary? _____ When? _____

Will you have an aisle runner? _____

Who will take out decorations after the ceremony? _____