



**Wedding Information Form  
First United Methodist Church  
Fort Smith, Arkansas**

**Please complete and return to the church office or Courtney Tedford at  
ctedford@fsfumc.org as soon as possible.**

Name \_\_\_\_\_ Wedding Date \_\_\_\_\_

Time \_\_\_\_\_

Place \_\_\_\_\_

Pastor \_\_\_\_\_

Organist/Worship Leader \_\_\_\_\_

Guest Pastor \_\_\_\_\_

Church \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Rehearsal Date \_\_\_\_\_

Time \_\_\_\_\_

Rehearsal Dinner \_\_\_\_\_

Time \_\_\_\_\_

Place \_\_\_\_\_

Reception Time \_\_\_\_\_

Place \_\_\_\_\_

**Vendors:**

Wedding Coordinator \_\_\_\_\_

Phone \_\_\_\_\_

Instagram \_\_\_\_\_

Facebook\_\_\_\_\_

Florist \_\_\_\_\_

Phone \_\_\_\_\_

Instagram\_\_\_\_\_

Facebook\_\_\_\_\_

Photographer \_\_\_\_\_

Phone \_\_\_\_\_

Instagram\_\_\_\_\_

Facebook\_\_\_\_\_

Videographer \_\_\_\_\_

Phone \_\_\_\_\_

Instagram\_\_\_\_\_

Facebook\_\_\_\_\_

Caterer\_\_\_\_\_

Phone\_\_\_\_\_

Instagram\_\_\_\_\_

Facebook\_\_\_\_\_

DJ\_\_\_\_\_

Phone\_\_\_\_\_

Instagram\_\_\_\_\_

Facebook\_\_\_\_\_

Do you want an invitation to your wedding printed in the church newsletter preceding the wedding?

YES      NO

(If yes, please send an invitation to the Marketing and Communications Director, [ctedford@sfumc.org](mailto:ctedford@sfumc.org) at least two weeks prior to the week you wish it to appear in the Newsletter.

Do you want your floral arrangements left for Sunday Worship Services?

YES NO

If "yes", may our Flower Committee make small arrangements of your flowers for distribution to our hospitalized members on Monday following your wedding?

YES NO

Bride ( member or nonmember)

Name \_\_\_\_\_

Address \_\_\_\_\_

Work phone \_\_\_\_\_ Cell \_\_\_\_\_

Bride's e-mail address \_\_\_\_\_

If member of FUMC, how should your name appear on the membership roll after your wedding? \_\_\_\_\_

Groom ( member or nonmember)

Name \_\_\_\_\_

Address \_\_\_\_\_

Work phone \_\_\_\_\_ Cell \_\_\_\_\_

Groom's e-mail address \_\_\_\_\_

Maid of Honor \_\_\_\_\_

Best Man \_\_\_\_\_

Bridesmaids \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Groomsmen \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Ushers \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Attendants

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Soloist \_\_\_\_\_

Other musicians \_\_\_\_\_

Charges: \_\_\_\_\_

*\*Due 30 before your wedding date.*

Facility: \_\_\_\_\_

Reception: \_\_\_\_\_

Organist/Worship Leader: \_\_\_\_\_

Nursery: \_\_\_\_\_

Use of Equipment: \_\_\_\_\_

Other Charges: \_\_\_\_\_

\_\_\_\_\_

Billing Address:

\_\_\_\_\_  
\_\_\_\_\_

I/We have read and understand the Wedding Guidelines of First United Methodist Church.

I/We agree to follow these guidelines. (Please sign below before submitting this form.)

Bride \_\_\_\_\_ Date: \_\_\_\_\_

Groom \_\_\_\_\_ Date: \_\_\_\_\_

ALCOHOL/CONDUCT POLICY

**\*\*\*\*\*PLEASE READ AND SIGN AND EXPLAIN TO ALL MEMBERS OF THE  
WEDDING PARTY\*\*\*\*\***

The use of alcoholic beverages is not permitted on church property, including parking lots and buildings. The church has a zero tolerance stand on this issue. Unruly or drunken behavior will not be tolerated. Anyone who violates this policy may be removed from the wedding ceremony.

No fees will be refunded if this policy is violated.

\_\_\_\_\_  
Bride

\_\_\_\_\_  
Date

\_\_\_\_\_  
Groom

\_\_\_\_\_  
Date