

**WEDDING CHECKLIST**  
**GRANGER UNITED METHODIST CHURCH**  
 1235 Granger Rd., Medina, OH 44256  
 330-239-2396

**NAMES OF:** BRIDE \_\_\_\_\_ PHONE \_\_\_\_\_  
 GROOM \_\_\_\_\_ PHONE \_\_\_\_\_

Contact the Custodian **AT LEAST SIX WEEKS** before the wedding, so that they will have the basic information needed to assist you. They will also be happy to help you complete this form if you have any questions. Receiving this completed form as soon as possible is very helpful in the planning process.

1. **WEDDING:** Date \_\_\_\_\_ Time: Music begins \_\_\_\_\_ Service begins \_\_\_\_\_  
 Size of wedding – Number of people expected \_\_\_\_\_  
 Time church to be opened for florist, wedding cake, bridal party, etc. \_\_\_\_\_  
 Rehearsal: Date: \_\_\_\_\_ Time: \_\_\_\_\_

2. **WHAT PARTS OF THE CHURCH ARE TO BE USED?**  
 Sanctuary \_\_\_\_\_ Fellowship Hall \_\_\_\_\_ Kitchen \_\_\_\_\_  
 Pavilion \_\_\_\_\_ Fire Pit \_\_\_\_\_  
 Location where bride and attendants will dress: \_\_\_\_\_  
 Location where groom and groomsmen will dress: \_\_\_\_\_

3. **WHAT IS NEEDED FOR THE WEDDING SERVICE?** (Aisle is 51' long)  
 \_\_\_ Candelabra \_\_\_ Kneeling Bench \_\_\_ Bulletins  
 \_\_\_ Other (specify) \_\_\_\_\_

4. **LIGHTING FOR THE SERVICE:**  
 Sanctuary: \_\_\_ Downspots \_\_\_ Ceiling Lights \_\_\_ Both  
 Chancel: \_\_\_ Altar \_\_\_ Pulpit and Lectern \_\_\_ Organ \_\_\_ Choir  
 Electricity turned on in Pavilion \_\_\_\_\_

5. **IF FELLOWSHIP HALL IS USED FOR RECEPTION, WHAT WILL BE NEEDED?**  
 (You are responsible for set up and take down.)  
 Number and type of tables needed: \_\_\_ Round \_\_\_ Rectangular  
 Number of chairs \_\_\_ for \_\_\_ people  
 Kitchen facilities needed: \_\_\_\_\_  
 Room Dividers: \_\_\_ Put up or \_\_\_ Taken down  
 Other: \_\_\_\_\_

6. **Fees are payable one month prior to the wedding. Fees due and payable to whom, are recorded on the reverse side of this form.**  
**Our Custodian is: Doug Patty (440-292-6816)**

For Custodian/Bldg. Use Coord. Use Only:  
 Copies to: Bride/Groom \_\_\_\_\_ Custodian \_\_\_\_\_ Office Manager \_\_\_\_\_

**(Custodian/Building Use Coord. to compute fees below)**

**FEES: Checks for all fees (except building fees) may be mailed or dropped off at the church no later than one month prior to the event.**

**Non-member or inactive down payment building fees must be paid as soon as possible in order to reserve a date: Make check payable to Granger UMC**

Sanctuary (\$200): \_\_\_\_\_ Fellowship Hall/Kitchen (\$200): \_\_\_\_\_

Payment received \_\_\_\_\_ (Amount/Date/Initial)

**Pastor (fee applies to inactive and non-members): Make check payable to Rev. Bruce Hartley.**

Pastor (\$200-300): \_\_\_\_\_

**Organist (fees apply to all): Make check payable to Lynne Rensch**

Rehearsal \$50 \_\_\_\_\_ ; Wedding \$100 \_\_\_\_\_ ; Soloist \$25 per each \_\_\_\_\_

TOTAL ORGANIST: \_\_\_\_\_

**Custodial Fee [wedding includes consult, rehearsal night, wedding day] (fees apply to all):**

Make check payable to **Doug Patty**

Sanctuary (\$150): \_\_\_\_\_ Fellowship Hall/Kitchen/Pav/FirePit(\$100): \_\_\_\_\_ TOTAL CUSTODIAL: \_\_\_\_\_

FEES PAYABLE TO:

1.) Sanctuary (non-member down payment for facility)	\$200.00	Granger UMC
Custodian (all pay)	150.00	Custodian
2.) Fellowship Hall/Kitchen(non-member down payment)	200.00	Granger UMC
Custodian: Sanctuary (all pay)	150.00	Custodian
Fel. Hall/Kit./Pav./Fire Pit (all pay)	100.00	Custodian
3.) Organist	(See total above)	Organist
4.) Pastor (non or inactive members)	200.00-300.00	Pastor
5.) Bulletins	15.00	Granger UMC