

<p><b>WEDDING CHECKLIST</b>          Granger United Methodist Church          1235 Granger Rd., Medina, OH 44256          www.grangerumc.org    330-239-2396    office@grangerumc.org</p>
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Names of: BRIDE \_\_\_\_\_ PHONE/EMAIL \_\_\_\_\_  
 GROOM \_\_\_\_\_ PHONE/EMAIL \_\_\_\_\_

Contact custodian AT LEAST SIX WEEKS before the wedding, so that they will have the basic information needed to assist you. Our custodian is Doug Patty, 440-292-6816. He will help you complete this form if you have questions. Receiving a completed form as soon as possible is helpful in the planning process.

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

2. **AREAS OF THE CHURCH 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. **ITEMS NEEDED FOR WEDDING SERVICE: (Aisle is 51' long)**  
 Candelabra \_\_\_\_\_    Kneeling Bench \_\_\_\_\_    Bulletins \_\_\_\_\_  
 Sound Check/Recording Service on USB: \_\_\_\_\_  
 Other (Specify) \_\_\_\_\_

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

5. **IF FELLOWSHIP HALL IS USED FOR RECEPTION, WHAT IS 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.**

For Custodian/Bldg. Use Coord. Use Only:

Copies to: Bride/Groom \_\_\_\_\_    Custodian \_\_\_\_\_    Office Administrator \_\_\_\_\_

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

**FEES: Building fees are due when the reservation for the facilities is made.** Checks for other fees may be mailed or dropped off at the church **no later than one month prior to the event.**

**Non-members 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): \_\_\_\_\_ **TOTAL:** \_\_\_\_\_

[Office use only: Payment received \_\_\_\_\_ (Amount/Date/Initial)]

**Pastor (fee applies to inactive and non-members):** Groom and/or bride will consult with pastor/officiant(s) as to their fee; make checks payable to **Wendy Brown** or other officiant(s) as appropriate.

Pastor (for inactive and non-members) \$200—\$300 \_\_\_\_\_

**Pianist (fees apply to all):** Please contact **Lynne Rench** if you wish to ask the church's pianist to provide music.

Rehearsal \$50 \_\_\_\_\_ Wedding \$100 \_\_\_\_\_ Soloist \$25 per each \_\_\_\_\_ **TOTAL:** \_\_\_\_\_

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

Make check payable to **Doug Patty**

Sanctuary (\$200) \_\_\_\_\_ Fel. Hall/Kit. (\$100) \_\_\_\_\_ Pav/Fire Pit (\$100): \_\_\_\_\_ **TOTAL:** \_\_\_\_\_

**Sound System/Recording (USB):** Wedding (\$125) \_\_\_\_\_: Make payable to **Andrew Brown**

	<b><u>FEES — PAYABLE TO:</u></b>	
1. Sanctuary (non-member/inactive down payment)	\$200	Granger UMC
2. Fellowship Hall/Kitchen (non-member/inactive down payment)	\$200	Granger UMC
3. Custodian: Sanctuary (all pay)	\$200	Custodian
Fellowship Hall/Kitchen (all pay)	\$100	Custodian
Pavilion/Fire Pit (all pay)	\$100	Custodian
5. Pianist	(See total under "Pianist" heading above)	
6. Pastor (inactive and non-members)	\$200-300	(consult with Pastor Wendy)
Officiant(s) (all pay)	Groom/Bride check with officiants to determine fees; check(s) payable to them	
5. Sound system/Recording on USB	\$125	Digital Coordinator
6. Bulletins	\$ 20	Granger UMC