



CHRIST ✠ CHURCH

Wedding Information Form

	Groom	Bride
Last Name		
First and Middle Names		
Preferred name (like to be called)		
Name to be used after marriage		
Street Address		
City, State, Zip		
Home Phone		
Mobile Phone		
E-mail address		
Do you check it?		
Place of work		
Work Phone		
Date of Birth		
Baptized? (Y/N)		
Date of Baptism, if known		
Confirmed? (Y/N)		
Date of Confirmation, if known		
Conf. in what denomination?		
Member of Christ Church (Y/N)?		
Date and time of Wedding		
Date and time of Rehearsal		

How many previous marriages?		
If prior marriage(s) list number of years of each marriage and date(s) divorce finalized	Groom	Bride
Would you like pew candles?	See Wedding Guidelines for fee	
Will you be using a unity candle?	(Not customarily used, but you may do so if you wish)	
Estimated number of attendees		
Will there be communion?		
Will there be a wedding program?	See Christ Church Web page for bulletin format	
Selection for Old Testament lesson	See Christ Church Web page or wedding booklet for suggestions	
Selection for New Testament lesson	See Christ Church Web page or wedding booklet for suggestions	
Selection for Gospel	See Christ Church Web page or wedding booklet for suggestions	
Name of Photographer	(Be sure to give the photographer the attached page at the end of this form)	
Name of videographer	(Be sure to give the videographer the attached page at the end of this form)	
Name of florist and phone number	(Be sure to tear of final page of this form and give the instructions to your florist)	
Wedding Party (put in order you want them to stand)	Name of Best Man:	Name of Maid/Matron of Honor:
First & Last Names	Groomsman (Usher only?) Paired with ☞	Bridesmaid:
First & Last Names	Groomsman (Usher only?) Paired with ☞	Bridesmaid:
First & Last Names	Groomsman (Usher only?) Paired with ☞	Bridesmaid:
First & Last Names	Groomsman (Usher only?) Paired with ☞	Bridesmaid:
First & Last Names	Groomsman (Usher only?) Paired with ☞	Bridesmaid:
First & Last Names	Groomsman (Usher only?) Paired with ☞	Bridesmaid:
First & Last Names	Groomsman (Usher only?) Paired with ☞	Bridesmaid:
First & Last Names	Groomsman (Usher only?) Paired with ☞	Bridesmaid:
First & Last Names	Jr. Groomsman (if desired):	Junior Bridesmaid (if desired):
First & Last Names	Ring Bearer (if desired):	Flower Girl (if desired):

First & Last Names	Other Participant:	Other Participant:
First & Last Names	Witness signing Church Register (usually the maid/matron of honor)	Witness signing Church Register (usually the best man)
First & Last Name	Reader for Old Testament Lesson (if you so choose, otherwise the clergy will read):	
First & Last Name	Reader for New Testament Lesson (if you so choose, otherwise the clergy will read):	
First & Last Name	Oblation Bearers (if you so desire):	
First & Last Names	Mother of Groom (if deceased, write name anyway and indicate "deceased):	Mother of Bride (if deceased, write name anyway and indicate "deceased):
First & Last Names	Father of Groom (if deceased, write name anyway and indicate "deceased):	Father of Bride (if deceased, write name anyway and indicate "deceased):
First & Last Names	Where parents of Groom live	Where parents of Bride live
First & Last Names	Who will be giving the bride away and what relationship is he to the bride?	
First & Last Names	If mother of groom is remarried, list name of spouse:	If mother of bride is remarried, list name of spouse:
First & Last Names	If father of groom is remarried, list name of spouse:	If father of bride is remarried, list name of spouse:
1 st set of Grandparents who will attend	Groom	Bride
2 nd set of Grandparents who will attend		
3 rd set of Grandparents who will attend		
Name of Soloist(s), if any		
First & Last Names	Name of groomsman to escort mother of the groom at the beginning	Name of groomsman to escort mother of the bride at the beginning

First & Last Names	If different groomsman to escort mother of the groom at the end, give name	If different groomsman to escort mother of the bride at the end, give name
First & Last Names	Other family member(s) to be escorted at beginning and end and name of groomsman to escort	Other family member(s) to be escorted at beginning and end and name of groomsman to escort
First & Last Names	Other family member(s) to be escorted at beginning and end and name of groomsman to escort	Other family member(s) to be escorted at beginning and end and name of groomsman to escort
Names of departed loved ones to be remembered (just before Eucharistic Prayer begins)	List names (and pronunciation) as well as relationship of departed loved ones you would like remembered aloud:	List names (and pronunciation) as well as relationship of departed loved ones you would like remembered aloud:
Anything else we should know?		



CHRIST ✠ CHURCH

Weddings at Christ Church Ridley Park

Instructions for Photographers

(Please give this to your photographer)

Dear Photographer:

We look forward to working with you. Here is some information you need to know about shooting wedding photos at Christ Church:

Our address is 104 Nevin Street in Ridley Park. We are on the corner of Sellers Ave. and Nevin St. If you go to our website you will find a map of how to get to the church.

We allow flash pictures of the bridal party before the wedding, including the procession up the aisle. (There is a bride's room called "The Deppich Room" and the groom and best man will be in the sacristy just off of the sanctuary.)

If you are standing in the aisle taking photos, please be considerate and do not impede the wedding party as they make their way up the aisle. We are not a very large church, so the aisles are narrow and there is not a lot of room to maneuver.

As soon as the bridal party is in place up at the altar, you must go to the back of the church. While we do NOT allow any more flash photos during the ceremony, you may take time exposure photos during the ceremony. However, you must remain at the back of the church. Failure to abide by our rules means you will not be allowed to take photos again at a Christ Church wedding.

You may shoot flash photos of the wedding party coming back down the aisle after the service has concluded. Again, please do not impede their progress.

Under no circumstance may you delay the wedding with last minute photos or lengthy photo sessions before the ceremony, whether on site or off site. This has been a problem in the past.

You are welcome to pose photos after the ceremony. Please note that we have a church service at 5:30 p.m. every Saturday evening. We would like you to conclude your photos by 5:00 p.m. so that we can clean up and set up for the next liturgy.

If you would like to see pictures of our sanctuary, you can go to our web page <http://www.christchurchridleypark.org/Church%20Photos.htm>.



CHRIST ✠ CHURCH

Weddings at Christ Church Ridley Park

Instructions for Videographers
(Please give this to your videographer)

Dear Videographer,

We look forward to working with you. Here is some information you need to know about shooting wedding videos at Christ Church: Our address is 104 Nevin Street in Ridley Park. We are on the corner of Sellers Ave. and Nevin St. If you go to our website you will find a map of how to get to the church.

If you would like to see pictures of our sanctuary, you can go to our web page <http://www.christchurchridleypark.org/Church%20Photos.htm>.

Please do not set up your equipment at the last minute. Leave enough time to get organized and ask the clergy any questions you might have.

We ask that you be as unobtrusive as possible. There is only one location you are permitted to shoot videos. This is just inside the chapel altar, which is the right of main altar. From this location you will be able to capture the procession, the beginning of the liturgy at the transept (or "crossing") before the steps to the altar, the exchange of rings which is at the altar, and the Eucharistic prayer which is behind the altar. You must bring a tripod and use the tripod for the service.

You may NOT use additional lights. The area around the altar is fairly well lit, so you should not have any problems. You are NOT permitted to film people receiving communion from the chapel altar location. At the time of communion you must quickly move your tripod and camera out of the way. You will be directly in the way of people trying to leave after communion. It would be best to move to the back of church down the side aisle and set up for the procession back out of the church at the conclusion of the service.

Other than moving to the back you are asked not move around during the ceremony. It is highly distracting. Failure to abide by our rules means you will not be allowed to take video in Christ Church again.

If you have a second video camera, you must still observe all the above restrictions. Generally, a second camera is of little advantage.

If you have any logistical questions before the service, you are encouraged to call the rector, Fr. Douglas Tompkins, sometime during the week. You are also encouraged to stop by the church to see the space, so you can plan your setup.



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Weddings at Christ Church Ridley Park

104 Nevin Street Ridley Park, PA
Office: (610) 521-1626

Instructions for Florists

(Please give this to your florist)

The building will be open at 9:00 a.m. on Saturday, the day of the wedding. Please come to the Nevin street office door. You will need to walk through the office area/parish hall to enter the church.

If you need to make special arrangements for delivery, phone the church office the week of the wedding. Our office hours are Monday through Friday, 9:00 a.m. – 3:00 p.m.

Please do not bring flowers at the last minute! We ask that you deliver the flowers in plenty of time for the wedding.

The bride may choose whatever flowers she likes. However, you may want to bear in mind that white is the liturgical color of the day, so the hangings and vestments will be white and gold.

We ask that you use a standard green plastic liner which fits on top of our vases. It is a shallow pan liner that nestles in a 6" tall ceramic vase with a 5 ¼ - 5 ½ opening.

The two vases each sit atop metal stands which are on either side in front of the altar. The stands are 28" high and 11" square.

If you find that the vases are not yet on the stands, just place the liner with flowers on the stands. The altar guild will take care of putting them in the vases.

Boutonnieres can be left in the back of the church on top of the baptismal font or a table.

If you would like to see pictures of our sanctuary, you can go to our web page <http://www.christchurchridleypark.org/Church%20Photos.htm>.



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Weddings at Christ Church Ridley Park

Checklist for the Church

When you have become engaged:

- Call clergy to schedule an initial meeting with him to discuss your plans and to pick a date for your wedding, as well as a time for the rehearsal.
- Find out date of pre-marital weekend and pick up reading materials to complete prior to weekend.
- Review Wedding Guidelines which can be obtained on our web page (or can be sent to you).

For remarriage (if either has been married before):

- Contact clergy to schedule meetings with him in addition to the pre-marital weekend.
- Locate certified decree absolute (not a copy) from court house and show it to the clergy at one of these meetings.
- Fill out necessary forms that clergy will give you (which must be sent to the diocese).

Approximately 1 -2 months prior to the wedding:

- Schedule meeting with clergy to discuss the details of the service.
- Confirm the date and time of the service
- Bring completed Wedding Information Form to this meeting.
- Give Christ Church instructions to the photographer/videographer/florist.
- Schedule meeting with organist to review music
- Give draft of wedding bulletin to clergy for review.

Bring to the Rehearsal:

- Unity candle (if you are having one)
- Checks for any payments you are making
- Marriage license
- Programs for the service

After the Wedding:

- Have someone take bows off of pews (if they are being used) and remove belongings from bride's room.
- Designate someone get wedding license and wedding booklet from clergy.