

First Congregational Church of Saugatuck  
Wedding Date Request Form

We understand that our wedding date request is subject to the approval of the Board of Trustees.

**Wedding Party Information**

Groom's Name: \_\_\_\_\_  
Telephone: Home \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

Bride's Name: \_\_\_\_\_  
Telephone: Home \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

**Wedding Information**

Requested Wedding Date & Time: \_\_\_\_\_  
Rehearsal Date & Time: \_\_\_\_\_  
Number of Guests: \_\_\_\_\_  
Requesting First Cong. Minister? Yes? \_\_\_\_\_ No? \_\_\_\_\_  
Ceremony to be held: Sanctuary? \_\_\_\_\_ Chapel? \_\_\_\_\_ Offsite? \_\_\_\_\_  
Optional Contact person: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Work \_\_\_\_\_ Other \_\_\_\_\_  
Other Requests:

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For Office Use Only

Board of Trustees Approval: Yes? \_\_\_\_\_ No? \_\_\_\_\_

Date of Approval: \_\_\_\_\_

Upon approval by the Board of Trustees, the Office Manager will forward a *Couple's Info Form* to be completed by the couple and returned, along with the refundable Security Deposit of \$100. Completion of this process reserves your date. Make your check payable to: "First Congregational Church".

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