

Wedding Information Form

Highland Presbyterian Church
Winston-Salem, NC 27103

Date of wedding _____ Time _____
Unlock church at this time _____

Date of rehearsal _____ Time _____

Bride's Name _____

Address _____

Home phone _____

Work phone _____

Email address _____

Groom's Name _____

Email address _____

Phone _____

Bride or groom a member of Highland Church? Yes _____ No _____

Wedding approved by a Highland Church pastor? _____

It is required that officiating clergy be invited by and consult with a Highland pastor before the ceremony.

Name of Clergy _____

Phone _____

Email _____

Name of Organist _____

Name of Wedding Director _____

It is required that a director appointed by Highland Church be retained.

Has wedding director been contacted? Yes _____ No _____

Who will be responsible for picking up and returning key? _____

Has the Sexton been notified of date? Yes _____ No _____

It is required that Highland's Sexton or a person designated by the church be retained to restore the facilities.

Need the Activity Building for a reception? Yes _____ No _____

Will flowers be left for church's use on Sunday? Yes _____ No _____

If yes, please call the church office at 724-6303 to make arrangements

Indicate any special requests.

Sanctuary/Chapel Fee is collected when the wedding date is scheduled:

Non-member Fee \$250

These fees due at least one week prior to the date of the wedding:

Non-member Activity Building	\$250	_____		_____
Refundable Act. Bldg. Fee	\$150	_____	Organist	\$300 _____
Cleanup Sanctuary or Chapel	\$150	_____	Wedding Director	\$200 _____
Cleanup Reception (Act. Bldg.)	\$150	_____	Clergy	\$300 _____
Banner Remove/Install	\$150	_____	Key Deposit	\$75 _____