

**FIRST PRESBYTERIAN CHURCH  
Goldsboro, North Carolina  
FACILITY REQUEST FOR WEDDING**

Date \_\_\_\_\_

**PERSON MAKING REQUEST** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**PERSON RESPONSIBLE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE: Home:** \_\_\_\_\_ **Work:** \_\_\_\_\_

**WEDDING DATE:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**REHEARSAL DATE:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**NUMBER OF PEOPLE EXPECTED:** \_\_\_\_\_

**Building Facilities Needed**

Sanctuary \_\_\_\_\_ Chapel \_\_\_\_\_ Parlor (Pictures Only) \_\_\_\_\_

Library (Dressing) \_\_\_\_\_ McChesney Hall: Reception \_\_\_\_\_

Small Kitchen \_\_\_\_\_ Activity Center/ Main Kitchen \_\_\_\_\_

**Ceremony Needs**

Brass Candelabra \_\_\_\_\_ Unity Candle \_\_\_\_\_ Kneeling Bench \_\_\_\_\_

Window Globes and Candles (Evening Weddings Only) \_\_\_\_\_

**Full Name of Bride** \_\_\_\_\_

**Full Name of Groom** \_\_\_\_\_

**Minister(s):** Rev. Leigh Gillis , Interim Pastor \_\_\_\_\_

**Other:** \_\_\_\_\_

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**Organist: Mr. Jayson Keeton** \_\_\_\_\_  
(Usually, FPC Organist / Choirmaster, if different, please notify FPC of guest organist and provide telephone number)

**Wedding Director:**          **Ellen Jordan 919-778-1888** \_\_\_\_\_  
   **Phyllis Patterson 919-739-2179** \_\_\_\_\_

**Florist:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**IF FLOWERS ARE TO BE LEFT FOR THE SUNDAY SERVICE, OR IF THERE ARE ANY FUTURE QUESTIONS CONCERNING FLOWERS, PLEASE CONTACT THE FLOWER CHAIRMAN: Ellen Henderson 735-7939.**

**NON-MEMBER FEES**

**Sanctuary \$600          Chapel \$300          McChesney Hall / Small Kitchen (Receptions) \$75**  
**If Reception is in the Church          + \$100**  
**If Rehearsal dinner is in the Church          + \$100**

**Building Supervisor \$150**  
**Building Supervisor Assistant \$75.00 (over 200 people)**

**Reception in Activity Center \$100          Main Kitchen \$75**

**Wedding Director \$200.00**  
**Organist \$250.00**  
**Minister fees \$300.00**

**MEMBER AND NON-MEMBER FEES FOR MINISTER, ORGANIST, AND WEDDING DIRECTOR ARE ALSO FOUND IN THE WEDDING BROCHURE.**

**(ALL FEES ARE DUE AT WEDDING REHEARSAL OR BEFORE)**

**NON-MEMBERS MUST HAVE APPROVAL FROM THE SESSION. APPROVAL WILL NOT BE GRANTED MORE THAN SIX MONTHS PRIOR TO WEDDING.**

**THE PERIOD MAY 15<sup>TH</sup> TO JUNE 30<sup>TH</sup> IS RESERVED FOR MEMBER WEDDINGS ONLY**