



# United In Marriage

At

Shiloh United Methodist Church

5261 Foley Road

Cincinnati, OH 45238

513-451-3600

[www.shilohumc.com](http://www.shilohumc.com)

Rev. Dr. John C. Whitaker



We would like to offer our CONGRATULATIONS on your upcoming wedding! In order for your wedding to take place here at Shiloh, we have a few requirements that must be met. Please carefully review the following and feel free to direct any questions you may have to our office staff.

1. The date of your wedding must first be tentatively booked by our office administrator. A deposit of \$200.00 must be received within 30 days of this tentative booking or your date will be cancelled. This deposit will go towards any fees for services for your event.
2. Within two weeks of your initial booking, you must schedule an appointment with our office administrator. She will provide you with a wedding packet, review its contents, and answer whatever questions you may have.
3. Within 30 days of your meeting with the office administrator, the wedding forms must be completed and returned to our office. Copies of these forms are enclosed in this packet. These forms include:
  - a. Wedding Fees for Facilities & Services – This form details the facilities, services and fees for your wedding. The items highlighted are required.
  - b. Wedding Plans Worksheet – This form details your wishes and plans for your wedding.
4. A copy of the Hamilton County legal requirements for marriage is provided in this packet. **ALL OF THESE REQUIREMENTS MUST BE MET IN A TIMELY FASHION TO BE MARRIED.**
5. The balance of the wedding fees is due in the church office 30 days prior to the wedding. Checks or cash must be turned into the office. Checks should be made to each individual providing the service. Names will be provided to you by the office.
6. One or two 1-hour sessions with the pastor will be required. You will need to contact the church office 30 days prior to your wedding to schedule your first appointment with the pastor. If you are having your own pastor officiate, then you will need to follow their requirements.
7. You are responsible for contacting the organist and/or sound technician 30 days prior to the wedding to review the music portion of your ceremony. You can obtain information through the church office.
8. Candelabras are available for use during your ceremony. The price for these candelabras includes candles and are listed on the enclosed fee list.
9. **NO ALCOHOL WILL BE PERMITTED ANYWHERE ON THE PREMISES.**
10. **SHILOH IS A SMOKE-FREE FACILITY.**

BRIDE & GROOM: \_\_\_\_\_ WEDDING DATE: \_\_\_\_\_

**Sanctuary..... \$400 \_\_\_\_\_**

NOTE: This includes altar candles, the Parlor (open), Asbury Hall, and Classroom 4 as pre-wedding prep areas. The building will be open 2 hours prior to the wedding. If there is more time needed in the building before the wedding, please make arrangements with your coordinator.

**Minister..... \$350 \_\_\_\_\_**

**Custodian Fee (wedding areas) \$75 \_\_\_\_\_**

**Wedding Coordinator \$150 \_\_\_\_\_**

Organist..... (wedding) \$100 \_\_\_\_\_

(rehearsal) \$50 \_\_\_\_\_

**Sound Technician..... (wedding) \$100 \_\_\_\_\_**

(rehearsal) \$50 \_\_\_\_\_

Soloist (available upon request) (wedding) \$100 \_\_\_\_\_

(rehearsal) \$50 \_\_\_\_\_

Aisle Candles (12 Candles) \$20 \_\_\_\_\_

ADDITIONAL AREAS AVAILABLE FOR PRE OR POST WEDDING EVENTS

**ALL EVENTS MUST BE CONCLUDED BY 9PM**

PARLOR (Closed- under 25 people)..... \$25 \_\_\_\_\_

ASBURY HALL (under 40 people)..... \$50 \_\_\_\_\_

JOHN WESLEY HALL (under 150 people)..... \$100 \_\_\_\_\_

GATHERING SPACE (under 50 people)..... \$100 \_\_\_\_\_

FELLOWSHIP HALL (GYM) (under 300 people)..... \$100 \_\_\_\_\_

**CUSTODIAN FEE (required if any of the above spaces will be used)..... \$50 \_\_\_\_\_**

Present this sheet with your payments to the Office Administrator.

**ALL ITEMS HIGHLIGHTED ARE REQUIRED!**

A \$200.00 deposit must be received in our office to secure your wedding date. Balance is due in our office 30 days prior to the wedding date. Failure to do so will result in your date being cancelled!

WEDDING DATE: \_\_\_\_\_ MON/TUES/WED/THURS/FRI/ SAT/ SUN TIME: \_\_\_\_\_

REHEARSAL DATE: \_\_\_\_\_ MON/TUES/WED/THURS/FRI/ SAT/ SUN TIME: \_\_\_\_\_

BRIDE: \_\_\_\_\_ GROOM: \_\_\_\_\_  
FIRST, MIDDLE, LAST FIRST, MIDDLE, LAST

CURRENT ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_  
CURRENT ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS AFTER WEDDING: \_\_\_\_\_  
STREET, CITY, STATE, ZIP

**PLEASE COMPLETE THE FOLLOWING TO THE BEST OF YOUR KNOWLEDGE**

NUMBER OF ATTENDANTS: \_\_\_\_\_ BRIDESMAIDS: \_\_\_\_\_ GROOMSMEN: \_\_\_\_\_

RING BEARER: \_\_\_\_\_ FLOWER GIRL: \_\_\_\_\_

DOUBLE RING: \_\_\_\_\_ SINGLE RING: \_\_\_\_\_

	YES	NO
DO YOU WISH TO USE A MARRIAGE CANDLE? (NOT PROVIDED)	_____	_____
WILL YOU HAVE A PRINTED PROGRAM? (NOT PROVIDED)	_____	_____
HOW MANY GUESTS ARE INVITED?	_____	_____
WILL YOU WANT CANDELABRAS?	_____	_____
WILL YOU WANT AISLE CANDLES?	_____	_____
WILL YOU HAVE AN AISLE RUNNER? (NOT PROVIDED)	_____	_____
WHO WILL BE YOUR PHOTOGRAPHER?	_____	_____
WHO WILL BE YOUR FLORIST?	_____	_____
WOULD YOU LIKE INFORMATION ON HAVING YOUR RECEPTION HERE?	_____	_____

ON THE DAY OF YOUR WEDDING: THE CHURCH WILL BE OPEN 2 HOURS BEFORE YOUR WEDDING

WHAT TIME WILL THE BRIDE ARRIVE AT THE CHURCH? \_\_\_\_\_  
WHAT TIME WILL THE GROOM ARRIVE AT THE CHURCH? \_\_\_\_\_  
WILL THE BRIDE BE DRESSING AT THE CHURCH? \_\_\_\_\_  
WHAT TIME WILL FLOWERS ARRIVE? \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for choosing Shiloh United Methodist Church to help celebrate! Listed below is a receipt for services provided on the day of your event. Please pay any remaining balances 30 days before the day of your event to prevent cancellation. Thank you and God Bless!

DATE OF EVENT: \_\_\_\_\_ OCCASION: \_\_\_\_\_

PAYMENT RECEIVED:  CHECK \_\_\_\_\_  CASH \_\_\_\_\_

Service/Area	Fee	Date Paid	Employee Initials
Deposit - goes toward fees below	\$200.00		
Sanctuary Fee	\$400.00		
Minister Fee	\$350.00		
Organist	\$100.00 / \$50.00		
Sound Technician	\$100.00 / \$50.00		
Custodial Fees	\$75.00		
Coordinator Fees	\$150.00		
Additional Areas (optional)			
Additional Custodial Fee (only if additional areas used)	(\$50.00)		
Payments should be made out to each individual providing a service. Names will be provided by the office.			
Total			

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