

**THE CHURCH OF THE HOLY TRINITY**

1904 Walnut Street, Philadelphia, PA 10193  
(215) 567-1267 office@htrit.org [www.htrit.org](http://www.htrit.org)

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**WEDDING REQUEST FORM**

**PLEASE NOTE:**

1. Weddings will not be placed on the church calendar until this form is filled out and returned to the Church Office (office@htrit.org) with your deposit (see WEDDING FEES for specifics)
2. All Weddings that request a guest clergy officiant must have approval from the Rector before scheduling the event.

**TIME & DATE OF EVENT:**

Wedding Date Requested: (1<sup>st</sup> choice) \_\_\_\_\_ (2<sup>nd</sup> choice) \_\_\_\_\_

Time of Wedding: \_\_\_\_\_ Time & Date of Rehearsal\*\* : \_\_\_\_\_

\*\**(there are no Friday weddings or rehearsals)*

**CONTACT INFORMATION:**

**BRIDE** \_\_\_\_\_ Address \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Date of birth \_\_\_\_\_ No. of previous marriages\* \_\_\_\_\_

Church affiliation \_\_\_\_\_

Member of Church of the Holy Trinity? (circle one) YES NO

*(members are those who have been part of this community for at least one year and attend on a regular basis)*

**GROOM** \_\_\_\_\_ Address \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Date of birth \_\_\_\_\_ No. of previous marriages\* \_\_\_\_\_

Church affiliation \_\_\_\_\_

Member of Church of the Holy Trinity? (circle one) YES NO

*(members are those who have been part of this community for at least one year and attend on a regular basis)*

*\* There are a few additional requirements for those who have been previously married, please see the guidelines for specifics before booking the wedding date.*

**ADDRESS AFTER WEDDING** (if different) \_\_\_\_\_

**To be filled out in coordination with Clergy Officiant**

**WEDDING SPECIFICS:**

Date \_\_\_\_\_ Building open by \_\_\_\_\_ Location: Sanctuary \_\_\_\_\_

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

Minister \_\_\_\_\_

(If guest minister name, address, & phone number – must be approved first by our clergy)

\_\_\_\_\_  
**Music:** Organ \_\_\_\_\_ Piano \_\_\_\_\_ Other \_\_\_\_\_

*(please turn over)*

**ACCESSORY NEEDS:**

Candelabra \_\_\_ (\$200 extra fee)      # Music stands for musicians \_\_\_

Guest book table \_\_\_      # Chairs for musicians \_\_\_

# of microphones \_\_\_      Other \_\_\_\_\_

**PHOTOGRAPHY:**

Formal pictures of wedding couple, couple with full wedding party, with families:

Before wedding \_\_\_ After wedding \_\_\_ Video \_\_\_ No pictures \_\_\_

Photographer \_\_\_\_\_

Address & phone number \_\_\_\_\_

**FLORIST:**

Name \_\_\_\_\_

Address & Phone Number \_\_\_\_\_

**WEDDING SERVICE GENERAL INFORMATION:**

Approximate number of guests \_\_\_\_\_

Type: Traditional \_\_\_\_\_ Contemporary \_\_\_\_\_ with communion \_\_\_\_\_

Rings: Double \_\_\_ Single \_\_\_\_\_

Unity Candle (couple furnishes) \_\_\_\_\_ Pew Candles (couple furnishes) \_\_\_\_\_

Who will present the Bride? \_\_\_\_\_

**SPECIAL ADDITIONS** \_\_\_\_\_

**BRIDE'S PARTY:** Dressing at Church: Yes \_\_\_\_\_ No \_\_\_\_\_

Maid/matron of Honor \_\_\_\_\_

Bridesmaids \_\_\_\_\_

\_\_\_\_\_

Bride's parents \_\_\_\_\_

**GROOM'S PARTY:** Dressing at Church: Yes \_\_\_\_\_ No \_\_\_\_\_

Best Man \_\_\_\_\_

Groomsmen \_\_\_\_\_

\_\_\_\_\_

Groom's parents \_\_\_\_\_

**OTHERS:** Flower Girl \_\_\_\_\_ Ring Bearer \_\_\_\_\_

Reader \_\_\_\_\_

Ushers \_\_\_\_\_

**MUSIC:** Soloist(s) \_\_\_\_\_

Instrumental selections \_\_\_\_\_

Vocal selections \_\_\_\_\_

**Declaration of Intent**  
THE CHURCH OF THE HOLY TRINITY  
RITTENHOUSE SQUARE

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WE,

\_\_\_\_\_  
Full Name Here

and

\_\_\_\_\_  
Full Name Here

desiring to receive the blessing of Holy Matrimony in the Church, do, solemnly declare that marriage is a lifelong union as it is set forth in the Book of Common Prayer.

We believe that the union of marriage, in heart, body and mind, is intended by God for their mutual joy; for the help and comfort given one another in prosperity and adversity; and, when it is God's will, for the procreation of children and their nurture in the knowledge and love of the Lord.

And we do engage ourselves, so far as in us lies, to make our utmost effort to establish this relationship and to seek God's help thereto.

**We confirm that we have read and accept the Guidelines and Protocol for Weddings at  
The Church of the Holy Trinity, Philadelphia, PA**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Where applicable, please provide the name and contact information for your:**

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

**Photographer:** \_\_\_\_\_  
\_\_\_\_\_

**Videographer:** \_\_\_\_\_  
\_\_\_\_\_

**Wedding Planner:** \_\_\_\_\_  
\_\_\_\_\_

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**FOR CHURCH USE ONLY:**

<b>Fee</b>	<b>Amount paid</b>	<b>Date submitted</b>	<b>Check #</b>
Booking /Deposit (\$100)			
Church (\$2000)			
Clergy (\$250)			
Organist (\$325)			
Event Coordinator (\$100)			
Cleaning Fee (\$75)			
Candelabra (\$200)			
Nursery (\$50+)			
Other:			