

**FOR WEDDINGS ALREADY BOOKED:  
ROBERT CARR CHAPEL INFORMATION SHEET**

The entire form must be completed and returned no later than **90 days before the ceremony**  
Weddings without a completed information sheet returned by the due date will be cancelled.

(817) 257-7304 (fax) [robertcarrchapel@tcu.edu](mailto:robertcarrchapel@tcu.edu) TCU PO Box 297310 FW, TX 76129 [www.faith.tcu.edu/weddinginfoform.htm](http://www.faith.tcu.edu/weddinginfoform.htm)

**Bride:** \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

Full Address: \_\_\_\_\_

Bride's Church Membership (if applicable): \_\_\_\_\_

Bride's Mother: \_\_\_\_\_ Bride's Father: \_\_\_\_\_

Bride's Grandparents Attending: \_\_\_\_\_

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

**Groom:** \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

Full Address \_\_\_\_\_

Groom's Church Membership (if applicable) \_\_\_\_\_

Groom's Mother: \_\_\_\_\_ Groom's Father \_\_\_\_\_

Groom's Grandparents Attending: \_\_\_\_\_

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

Address of couple after wedding: \_\_\_\_\_

**WEDDING CEREMONY INFORMATION**

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_ Expected number of guests: \_\_\_\_\_

Rehearsal: Date \_\_\_\_\_ Time: \_\_\_\_\_ Number attending rehearsal: \_\_\_\_\_

Reception: Place \_\_\_\_\_ Time: \_\_\_\_\_ Phone: \_\_\_\_\_

Officiant: \_\_\_\_\_ Phone: \_\_\_\_\_ Church: \_\_\_\_\_

Musician: \_\_\_\_\_ Phone: \_\_\_\_\_

Vocalist (s): \_\_\_\_\_ Phone: \_\_\_\_\_

Photographer: \_\_\_\_\_ Phone: \_\_\_\_\_

Videographer: \_\_\_\_\_ Phone: \_\_\_\_\_

Photographer's Email: \_\_\_\_\_ Videographer's Email: \_\_\_\_\_

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

Other Wedding Staff: \_\_\_\_\_ Phone: \_\_\_\_\_

**ORGANIST**

*Please Check One:* \_\_\_\_\_ We will/ \_\_\_\_\_ We will not: be using the organ, carillon and the services of an organist. We understand that if needing an organist, the \$300 fee is due to the chapel office no later than **90 days before the service**.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**WEDDING PARTY INFORMATION**

Matron of Honor \_\_\_\_\_ Best Man: \_\_\_\_\_

Maid of Honor: \_\_\_\_\_ Best Man: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_ Groomsman: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_ Groomsman: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_ Groomsman: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_ Groomsman: \_\_\_\_\_

Flower Girl: \_\_\_\_\_ Ring Bearer: \_\_\_\_\_

Readers: \_\_\_\_\_

Ushers: \_\_\_\_\_