



St. Mary's Catholic Church

1205 Old Mill Rd., Blacksburg, VA 24060
Office: (540) 552-1092 ~ Fax: (540) 953-2962
officestaff@stmaryblacksburg.org

Wedding Scheduling Form

for weddings at St. Mary's Church or Virginia Tech War Memorial Chapel

Please complete in print or type and return this form to the church office via mail, email or fax.

Today's Date: _____

Name of Groom: _____

Groom's Mailing Address: _____

Groom's E-mail Address: _____

Groom's Phone (H): _____ **(W):** _____ **(C):** _____

Age of Groom: _____ **Groom's Religion:** _____

If Catholic, are you a registered member of St. Mary's? YES NO

If yes, for how long? _____

If no, are you a member of another parish? YES NO

If yes, please provide name of parish: _____

Previous marriage? YES NO *If yes, check all that apply:* Civil Catholic

Name of Bride _____

Bride's Mailing Address: _____

Bride's E-mail Address: _____

Bride's Phone (H): _____ **(W):** _____ **(C):** _____

Age of Bride: _____ **Bride's Religion:** _____

If Catholic, are you a registered member of St. Mary's? YES NO

If yes, for how long? _____

If no, are you a member of another parish? YES NO

If yes, please provide name of parish: _____

Previous marriage? YES NO *If yes, check all that apply:* Civil Catholic

Marriage Preparation: Who will be handling your marriage preparation paperwork?

Please list clergy name: _____

(This may or may not be the celebrant who officiates your wedding and arrangements need to be made to send final paperwork to St. Mary's for review prior to the ceremony taking place.)

Location:

- St. Mary's Worship Area Virginia Tech War Memorial Chapel (WMCVT)

To reserve the Chapel you **must call 540-230-6240.*

Type of Ceremony (please check all that apply):

- Marriage Celebration (No Mass) or Marriage Celebration with Mass (Priest required)

Wedding Ceremony Date and Time: Please indicate your top three choices *unless you have confirmed a date* with WMCVT. Requests other than Saturday at 11am or 2pm must be reviewed by the Pastor.

1st Choice _____ 11am 2pm other: _____ am/pm

2nd Choice _____ 11am 2pm other: _____ am/pm

3rd Choice _____ 11am 2pm other: _____ am/pm

Wedding Rehearsal Date and Time:

Wedding rehearsals will be scheduled to take place at 5pm or 7pm the day before the ceremony.

- 5pm 7pm other special request: _____, _____ am/pm

Celebrant:

Do you request a priest/deacon from Saint Mary's Parish officiate your wedding? Yes No

If yes, please indicate if you have a preference:

- Rev. John Asare, Pastor
- Rev. Mr. Richard Furman, Deacon
- Rev. Dr. Mike Ellerbrock, Deacon

If no, please give the name of the priest/deacon to officiate:

Name of Priest/Deacon: _____

Clergy phone#: _____

Clergy Email Address: _____

Clergy Parish/ Mailing Address: _____

Have you already contacted the priest/deacon to confirm his availability for your preferred dates?

- Yes No *If no, please contact him currently to request he officiate your wedding.*

COSTS

•**Security Deposit** – required to reserve a date on Church calendar and cover any damages

\$250 non-refundable security deposit – non-parishioners

\$250 refundable security deposit – current parishioners

Please check here if you would like to use your deposit as a donation to St. Mary’s Church instead of having it returned.

•**Preparation Rooms** – used for dressing rooms, light receptions, photography, staging, etc. one hour before/after ceremony; no alcohol permitted

\$50 – two prep rooms (Library and Haiti Conference Room)

•**Stipend for St. Mary’s Church**

A donation (not required) to help cover the costs of maintenance, electricity, cleaning, etc. A suggested range is \$250-\$500.

•**Stipend for Clergy**

The Roman Catholic Church does not charge to celebrate a sacrament. However, clergy are allowed to receive a stipend for their time. A suggested range is \$100-\$300.

•**Musicians and Accompanist**

Contact them directly to arrange services and pay them directly.

•**Parish Hall Rental for Reception**

Parishioners and non-parishioners contact the Business Manager for details.

<u>For Office use</u>	
Form received (date):	_____
Fee paid: date_____	amount_____
Priest/Deacon confirmed:	_____
Date: _____	confirmation by: _____ via
<input type="checkbox"/> email_____	<input type="checkbox"/> letter_____ <input type="checkbox"/> phone_____ <i>see additional notes on reserve....</i>
