

# Payment Distribution Form\*

## Wedding Information

Date of Wedding \_\_\_\_\_

Couple's Name \_\_\_\_\_

[All checks should be made out to the person, NOT to the church unless otherwise noted.]

### FEE RECIPIENT: POSITION/NAME

### AMOUNT

Pastor: \_\_\_\_\_

\_\_\_\_\_

Wedding Coordinator: \_\_\_\_\_

\_\_\_\_\_

Pianist: \_\_\_\_\_

\_\_\_\_\_

Sound/Video Tech: \_\_\_\_\_

\_\_\_\_\_

Facility Usage: \*\*                      Emmanuel UMC

\_\_\_\_\_

\*These checks are to be collected by the Wedding Coordinator at least two weeks prior to the ceremony as required in the EUMC Wedding Policy. The couple will receive a copy of this form once the "fee recipients" are listed to aid them in making payments. The church office and the Wedding Coordinator should both have a copy of this form and ensure payment.

\*\*A building use fee of \$200 is required for non-members. There may be additional charges if Fellowship Hall or the Family Life Service is used for a reception.

Revised 1/31/2022