

Trinity United Methodist Church

101 E. Southern Avenue
Covington, KY 41015
(859) 261-4010

In order for your wedding event to run as smoothly as possible, we request that you please provide us with the following information for staff use.

Wedding Event (names): _____

Date: _____

Time: _____ (Approximate Start & End)

Rehearsal Date and Time: _____

Will you need any assistance in setting up for either event? Y N

Dates/Times you need access to the church for decorating, music practice, etc.

Contact person & Telephone Number for the event: _____

The day of the wedding coordinator/s will open the church, unlock the handicap ramp and be available throughout the event to help. The staff will also be downstairs during the ceremony to assist latecomers or deal with potential problems during the actual service.

Our Cleaning Service will complete cleanup after the wedding; we ask that you take with you anything you want to keep or let us know specifically what you need held until your return the following day.

Please return this documentation to the church office.

Diann Yelton, Wedding Coordinator (859) 491-7859
Katie Marx, Church Secretary (859) 261-4010

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Kentucky 41015