RECEPTIONIST INTAKE FORM: WEDDING

Purpose: To collect basic information before the couple is referred to the Administrative Assistant for the full wedding interview. Completing this form does not reserve or guarantee a wedding date.

A. CONTACT INFORMATION

1) Bride: _____

2) Groom: _____

3) Phone: _____

4) Email: _____

5) Preferred Language:

☐ English ☐ Spanish ☐ Bilingual

B. PARISH INFORMATION

1) Are either the bride or groom registered parishioners of St. John Vianney?

☐ Yes ☐ No ☐ Not sure

2) Catholic Status

☐ Both Catholic ☐ Bride Catholic ☐ Groom Catholic

☐ Neither Catholic ☐ Not sure

C. MARRIAGE INFORMATION

1) Are the bride and groom currently civilly married to each other?

☐ Yes ☐ No

2) Has either person ever been married before to someone else, either civilly or in a church?

☐ No ☐ Yes — Bride ☐ Yes — Groom

☐ Yes — Both ☐ Not sure

After completing this form:

☐ Give the completed intake form to Elba.

☐ Let the couple know Elba will complete the full wedding interview and explain the documents and next steps.

Intake completed by: _____

Date: _____

☐ Couple needs Spanish follow-up

☐ Couple needs English follow-up