

BASILICA OF ST. MICHAEL THE ARCHANGEL

19 N. Palafox Street, Pensacola, FL 32502 | 850-438-4985 | office@stmichael.ptdiocese.org

Wedding Request Form

Please complete all applicable fields. Required email addresses are used for wedding-related communication.

1 Wedding & Rehearsal Details

Wedding Date		Time	
Rehearsal Date		Time	

LITURGY: ☐ Nuptial Mass ☐ Wedding Outside of Mass ☐ Convalidation

2 Bride and Groom Information

GROOM	BRIDE
FULL LEGAL NAME	FULL LEGAL NAME
STREET ADDRESS	STREET ADDRESS
CITY / STATE / ZIP	CITY / STATE / ZIP
CELL PHONE	CELL PHONE
EMAIL	EMAIL
RELIGION / DENOMINATION	RELIGION / DENOMINATION
CURRENT PARISH	CURRENT PARISH

3 Clergy & Marriage Preparation

Role	Name	Parish	City / State	Cell	Email (required)
Officiant					
Marriage Preparer					

4 Acknowledgment & Signatures

All communication with the Basilica regarding this wedding will be conducted directly with the bride or groom. Wedding offerings are based on parishioner status at the Basilica, as determined by the Basilica Rector. Parishioner status applies only to the bride and groom, not to parents or other relatives.

Groom Signature

Date

Bride Signature

Date

2027 Wedding Pricing & Office Record

Fees are assigned according to parishioner status as determined by the Basilica Rector.

5 Parishioner Status & Mandatory Fees

STATUS: ☐ Parishioner ☐ Military ☐ Non-Parishioner

Fee	Parishioner/Military	Non-Parishioner
Initial deposit to hold date (non-refundable)	\$ 0	\$ 300
Damage / cleaning deposit (refundable)	\$ 300	\$ 500
Church use	\$ 0	\$ 2,000
Wedding coordinator	\$ 300	\$ 300
Organist / cantor	\$ 300	\$ 300
TOTAL MANDATORY FEES <i>Excludes refundable damage/cleaning deposit</i>	\$ 600	\$ 2,900

6 Optional Services & Fee Summary

Select	Optional Service	Parishioner	Non-Parishioner
☐	Flowers	\$250	\$250
☐	Use of the Parish Hall (Bathrooms available)	\$100	\$150
Mandatory Fees		Refundable Deposit	Optional Services
\$ _____		\$ _____	\$ _____
GRAND TOTAL			\$ _____

DEPOSIT REFUND *The person listed below will be sent the refundable damage/cleaning deposit*

Issue to:	Name			
Address	Street	City	ST	Zip

Office Use Only

Payment	Amount	Date	Check / Ref. #	Received By
Initial deposit				
Damage / cleaning deposit				
Remaining balance				

BASILICA CLERGY REVIEW

Name	Very Rev. Raymond Herard	Signature	Date
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The clergy stipend is handled between the clergy celebrant and the couple. This is optional; it is a kind gesture but is not required.