



WEDDING AND REHEARSAL POLICIES (revised 2018)

1. Those desiring to be married in the church sanctuary must go online to www.salembc.com and click on BUILDING USE to read the policy.
 2. You must consult with the church secretary (786.7320 x201) to see if the date is available.
 3. If the date is open, the secretary will email the Wedding Coordinator the bride and groom info and the requested date.
 4. The Wedding Coordinator will contact the couple and confirm the date.
 5. The Wedding Coordinator will contact the church office to secure the date on the church calendar (no further out than one year).
 6. There shall be no weddings held in our church that contradicts the tenants of our faith found in the Constitution of our church.
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1. **FEES:** When the date is secured, the non-refundable deposit is due. All fees that are required for the wedding are listed in the wedding packet online. These fees will be paid two weeks prior to the wedding.
 2. **DECORATIONS:** The Wedding Decorating Coordinator is responsible to oversee all decorating for the event. The Wedding Decorating Coordinator must be present when decorating is done. All decorations and use of candles must be approved by the Wedding Decorating Coordinator. No flowers are to be placed on the piano or organ. Replacement costs for any breakage of church property are the responsibility of the wedding couple.
 3. **MUSIC AND MUSICIANS:** The Wedding Coordinator will make arrangements for the organist/pianist when requested by the wedding couple.
 4. **WEDDING COORDINATOR and DECORATOR:** The Wedding Coordinator and Wedding Decorating Coordinator are responsible for oversight and any details of a wedding held at Salem Baptist Church.
 5. **WEDDING REHEARSAL AND RECEPTION GUIDELINES:**
 - * Alcoholic beverages are prohibited on the campus of Salem Baptist Church.
 - * Smoking is prohibited in any of Salem Baptist Church facilities.
 - * Flash photography is not permitted during the ceremony. Videotaping is permitted with approval of the Wedding Coordinator.
 - * The use of rice is prohibited. Birdseed can be used as an alternative.
 6. **CHURCH SOUND SYSTEM:** Use of the church's sound system must be scheduled with the church Media Coordinator. The Wedding Coordinator will contact and schedule the services of the Media Coordinator.
 7. **CUSTODIAN:** For special set up and take down, the Wedding Coordinator will work with the church custodian.
 8. **ALLOCATION OF ROOM SPACE:** The Wedding Coordinator will provide these locations. Use of the preschool area is prohibited.

Wedding Information

NOTE: Bring these completed forms when you schedule your wedding.

Date of Rehearsal: _____

Time of Rehearsal: _____

Date of Wedding: _____

Time of Wedding: _____

Number of expected guests to attend: _____

Bride's Name: _____

Phone: Daytime: _____ Evening: _____

Groom's Name: _____

Phone: Daytime: _____ Evening: _____

Officiating Minister: _____ Phone: _____

Type of Wedding

Type of Ceremony

Formal (tuxedo): _____

Single Ring: _____

Semi-formal (suit): _____

Double Ring: _____

Music: Organist: _____ Pianist: _____

Soloist: _____ Instrumentalist: _____

Other: _____

Number of Participants: list number for each

_____ Groomsmen

_____ Bridesmaids

_____ Best man

_____ Maid/Matron of Honor

_____ Ring Bearer

_____ Flower Girl

_____ Groom's Parents

_____ Bride's Parents

_____ Groom's Grandparents

_____ Bride's Grandparents

_____ Soloists

_____ Readers

Wedding Details

Name of florist: _____ Phone: _____

Will flowers be left for worship on Sunday? Yes No (circle one)
If yes, which arrangement? _____

Will any floral arrangements be taken to reception? Yes No (circle one)
If yes, which arrangement? _____

Who will be responsible for transporting? _____

If using florist candelabras and unity candle, etc., when will they pick up the equipment post wedding? _____

Indicate which of the following will be used for the wedding: (check those to be used)

Unity candle _____ Sound system _____
Candelabras _____ Rooms for bridal party dressing _____
Aisle cloth _____ Door decoration _____
Window decorations _____ Nursery w/prearranged sitter _____
(with/without candles) (if yes, who will this be?) _____
Guest book _____ (if yes, who will be responsible for it?) _____
Who will take the book to the reception? _____

Location of rehearsal dinner: _____ Time: _____
Contact person at site: _____

If using an additional outside coordinator, who will this be? _____
Contact number: _____

Photographer: _____

Videographer: _____

Contact person for the site of the wedding: _____

(If held at Salem, contact is Becky Daniel, wedding coordinator, (540) 891-1976 or Sandy Campbell, decorating coordinator, (540) 786-8390)

DJ for the reception: Yes No (circle one)
Contact name & number: _____

NOTE: All payments are due to the Wedding Coordinator no later than two weeks prior to the wedding date. The Coordinator will distribute these checks to the persons involved at the rehearsal.

NOTE: This form is to be completed by the Wedding Coordinator or Decorating Coordinator.

Bridesmaid Order:

1. _____
2. _____
3. _____
4. _____
5. _____

Groomsmen Order:

1. _____
2. _____
3. _____
4. _____
5. _____

Lighting of candles: _____

Parent Escorts:

Groom's Parents: _____

Groom's Parents if step-parents are involved: _____

Bride's Parents: _____

Bride's Parents if step-parents are involved: _____

Grandparent Escorts (groom):

Maternal: _____

Paternal: _____

Grandparent Escorts (bride):

Maternal: _____

Paternal: _____

If additional ushers are used:

List any special seating of any other family member or guest below:

Salem Baptist Church Wedding Fees (revised 2018)

A. Church facilities	
1. Sanctuary (only)	\$1,000.00
2. Sanctuary & Fellowship hall	\$2,000.00
3. Fellowship Hall & Kitchen (only) (supplies not included)	\$1,500.00
B. Pastor	
	\$300.00
C. Pianist or organist	
	\$300.00
D. Custodian	
1. Sanctuary (only)	\$300.00
2. Sanctuary & Fellowship Hall/Kitchen (wedding, rehearsal, reception)	\$500.00
E. Wedding Coordinator	
	\$500.00
F. Decorating Coordinator	
	\$500.00
G. Media Personnel	
	\$300.00
H. Reserve fees (non-refundable)	
1. Sanctuary (only)	\$100.00
2. Sanctuary and Fellowship Hall/Kitchen	\$200.00
3. Fellowship Hall & Kitchen (only)	\$100.00

NOTE: Reserve fees must be paid before the wedding is placed on the church calendar. These funds are non-refundable and are in addition to the fees above.

NOTE: All fees are payable to the Wedding Coordinator no later than two weeks prior to the wedding date.