



# Wedding Guide



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## *Your Wedding*

**PLEASE READ AND UNDERSTAND THE SMYRNA BAPTIST CHURCH (SBC) WEDDING GUIDE BEFORE YOU SIGN THE RESERVATION FORM. UPON SIGNING, YOU AGREE TO ADHERE TO THE POLICIES WITHOUT ANY CHANGES. FAILURE TO FOLLOW THE DETAILS LISTED IN THIS WEDDING GUIDE COULD RESULT IN FORFEITURE OF YOUR SECURITY DEPOSIT.**

*Your wedding ceremony will be one of the richest and happiest times in your life. With the exception of your relationship to Christ, this is the beginning of the most lasting relationship you will ever know ~ your marriage.*

*The guidelines in this booklet are the details that you must follow so that your wedding will be a joy for all who participate. If you have any questions regarding the contents of this Wedding Guide, or any part of the planning of your wedding, please feel free to call your Wedding Coordinator.*

## *Reserving the Church for your Wedding*

1. *Please call the church office as soon as possible in advance of the wedding date you desire.*
  - a. *Do not make any commitments to caterers, photographers, florists, airlines, etc., until your wedding date has been confirmed on the church calendar. Your confirmed date is based on paragraph 3 of the wedding checklist on page 11.*
  - b. *Non-members may not reserve a date for a wedding more than six months in advance.*
2. *A counseling session with both the bride and groom with one of the ministers of Smyrna Baptist Church is **REQUIRED** before a wedding date can be confirmed on the church calendar.*
3. *A Refundable Security Deposit (see Wedding Fees) must be paid before a wedding date can be reserved/confirmed on the church calendar.*
4. *The staff of Smyrna Baptist Church must approve all outside clergymen who are invited to participate in a wedding prior to extending the invitation to him.*
5. *All other fees must be paid 30 days in advance of the wedding date.*
6. *No weddings will be scheduled during the weekend before or after Vacation Bible School or at other times of the year based on the church's activity.*

## *General Wedding Policies*

1. *All sanctuary weddings require a rehearsal. The wedding party is requested to wear appropriate apparel to the rehearsal.*
2. *A Wedding Coordinator from Smyrna Baptist Church is required for all weddings.*
  - a. *The wedding coordinator will NOT serve as mistress of ceremony, unless requested and arranged in advance with the coordinator. The wedding coordinator will assist you in all details pertaining to the use of the church facilities and insure that all rules and policies are followed at both the rehearsal, the wedding and the reception (if held at SBC).*
  - b. *The Wedding Coordinator will be paid by SBC and is included in the fees paid 30 days before the wedding date.*
  - c. *The minister will direct the schedule of events for the rehearsal and the wedding ceremony per input from the bride and groom.*
3. *MUSIC POLICY:*

*The Director of Music must approve ALL music (including music at the reception if held at SBC).*

  - *The Director of Music must approve an outside organist prior to an invitation being issued to him/her.*
  - *You may also contact the Director of Music to obtain a list of soloist/pianist recommendations.*
4. *A MEDIA & SOUND DIRECTOR is required due to the need for monitoring microphones and anything pertaining to the quality of sound in your wedding. The Media & Sound Director is also required at the rehearsal dinner or reception if SBC audio and equipment is used.*
  - *The Media & Sound Director will be paid by SBC and is included in the fees paid 30 days before the wedding date.*
5. *The church is not responsible for any lost or stolen items.*
6. *Wedding attire, decorations, and/or any other equipment may not be stored at the church after the wedding for later pick-up. All decorations in the sanctuary must be removed immediately following the wedding ceremony.*
7. *Florists, caterers and decorators must contact the Wedding Coordinator to schedule a time to set up and prepare for the wedding.*
8. *SMOKING AND ALCOHOLIC BEVERAGES will NOT be tolerated on church property. Any wedding guests or participants violating this policy will be asked to leave the church property and the security deposit will be forfeited.*

9. *No food or drinks are permitted in the sanctuary or the foyer areas adjacent the sanctuary. If needed, the wedding coordinator will provide a specific area for bottled water only. When Sanctuary is used as a fellowship hall, food/beverages are allowed – upon approval.*
10. *The sanctuary must be vacated by 10:00 PM and the remainder of the church by 11:00 PM if the reception is held at the church.*
11. *Honorariums for the officiating minister, soloist, organist, pianist, etc. are at the discretion of the bride and groom. His or her fees, if any, should be discussed with each individual who is asked to perform a service.*
12. *Any damages exceeding the security deposit will be billed accordingly to the wedding party.*

## *Florist and Decorations*

1. *A definite time for decorating must be arranged with the Wedding Coordinator.*
2. *The Wedding Coordinator must approve all decorations.*
3. *Floral decorations are permitted, provided adequate precautions are taken to protect the furniture and carpeting. When palms or other damp decorations are used, carpet and furniture must be fully protected. Any damage from the use of decorations will be the responsibility of the party using the facilities.*
4. *The church provides, upon request and without charge, the following:*
  - *Two 7 -branch candelabras*
  - *One 3-branch Unity Candle holder*
  - *Guest Book Podium*
  - *Arch*
5. *Candles for the candelabra are provided by Smyrna Baptist Church at a cost (see Wedding Fees).*
6. *The florist or person responsible for decorating must begin takedown immediately after the wedding - not after the reception. The building must be restored to original condition as approved by the Wedding Coordinator.*
7. *The church shall not be held responsible for any items not picked up by the florist or other owning party.*

## *Photographs*

1. *NO photographs will be taken during the ceremony. However, with permission of the bridal party and the officiating minister, photographs may be taken at any time by a professional photographer hired to photograph the wedding. Please inform friends and family members of this policy.*
2. *The wedding party may return for photographs after the wedding if additional photographs are desired.*

## *Video Recording*

1. *All video equipment must remain stationary to avoid disruption during the ceremony. Recording may be done from either side of the choir loft from a seated position, from the media and sound booth (prior permission required), or from the rear of the sanctuary.*
2. *After the ceremony, the equipment may be moved to other areas for videotaping. It is suggested that the person responsible for the taping attend the rehearsal to familiarize himself/herself with the location of the equipment as well as to understand the policies of the church.*

*\*Photographers and video personnel are to be properly attired for the wedding.*



## *Reception*

*Reservations for a wedding reception at SBC should be made through the Wedding Coordinator at the time the wedding arrangements are made.*

- 1. A meeting must be held with the Wedding Coordinator to agree on facilities and equipment to be used. The church does not furnish any items used to serve at receptions. Tables and chairs are available. The bride should contact the SBC Wedding Coordinator to schedule a meeting with the caterer and Wedding Coordinator to discuss specific uses of the kitchen.*
- 2. Weddings with receptions are to start no later than 8:00PM and premises must be vacated by 11:00PM. When weddings start before 6:00PM, the premises must be vacated no later than four hours after the scheduled wedding time.*
- 3. The caterer will be responsible for complete clean up after the reception to the satisfaction of the Wedding Coordinator.*
- 4. NO rice or birdseed will be allowed either inside or outside of SBC. Only bubbles are permitted OUTSIDE the building.*

## *Wedding Coordinator and Mistress of Ceremony*

- 1. The wedding parties will be assigned a Wedding Coordinator from Smyrna Baptist Church. The wedding coordinators serve on a rotating schedule. Once your wedding date is confirmed with the church, the wedding coordinator chairman will notify you of the name and phone number of your assigned Wedding Coordinator.*
- 2. The purpose of the Wedding Coordinator is to ensure that you and the Church have a person present for the rehearsal, wedding and reception who knows the policies of the church, and can help you avoid situations that can develop because of unfamiliarity with sound, lighting, cooling, heating, equipment, policies, church kitchen, etc.*
- 3. You will also need a Mistress of Ceremony of your choice to direct your wedding party. The Wedding Coordinator does not serve as Mistress of Ceremony. The Mistress of Ceremony must coordinate all of her activities with the SBC Wedding Coordinator.*

## *Custodial Services*

- 1. The wedding party should clear the areas used as soon as possible, because the custodians have to clean up after the wedding party leaves to arrange the room(s) for the next scheduled church activity.*
- 2. The Custodians are paid by SBC and are included in the fees due 30 days before the wedding.*

# *Wedding Fees*

DESCRIPTION	*Member	Non-Member
<u>REFUNDABLE SECURITY DEPOSIT</u>		
<i>Must be paid before reservation is placed on the church calendar.</i>		
	\$150.00	\$300.00
<u>BUILDING USE:</u>		
Rehearsal & Wedding	\$ 0.00	\$250.00
Rehearsal Dinner (Gym Only)	\$ 0.00	\$ 50.00
Reception	\$ 0.00	\$ 50.00
<u>CUSTODIAL SERVICES:</u>		
Rehearsal & Wedding	\$ 125.00	\$ 125.00
Rehearsal Dinner	\$ 75.00	\$ 75.00
Reception (Gym)	\$ 75.00	\$ 75.00
Reception (Sanctuary)	\$ 150.00	\$ 150.00
Catering Coordinator (Kitchen Use) Rehearsal	\$ 50.00	\$ 50.00
Catering Coordinator (Kitchen Use) Reception	\$ 50.00	\$ 50.00
<u>MEDIA &amp; SOUND:</u>		
Rehearsal & Wedding	\$50 min. / \$200 max.	
Rehearsal Dinner	\$ 25.00	\$ 25.00
Reception	\$ 50.00	\$ 50.00
<u>WEDDING COORDINATOR:</u>		
Rehearsal & Wedding	\$ 200.00	\$200.00
<u>CANDLES:</u>		
10" Mechanical (each)	\$ 1.25	\$ 1.25

1. *Fee schedule is a guideline only and will be assessed in your meeting with the Pastor and the Wedding Coordinator.*
2. *All fees are due 30 days before the wedding date.*
3. *The church Business Office will issue appropriate checks after your event.*
4. *Honorariums for the officiating minister, soloist, organist, and pianist are the responsibility of the bride and groom.*

**\* Church members include bride, groom, or a parent of the bride or groom who have been active members of SBC for a minimum of 6 months and in good standing.**

## Wedding Checklist

- Meet with Chairman of the Wedding Committee to obtain a copy of the Wedding Guide and to view church facilities.

Appointment Date: \_\_\_\_\_ at \_\_\_\_:\_\_\_\_ am / pm

- Review the Wedding Guide
- Submit the Reservation Form and the Wedding Information Sheet to the church office.  
Date submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_

The following criteria must be met before a wedding date may be confirmed on the church calendar:

- Completion of Reservation Form
- Completion of Wedding Information Sheet
- Payment of Security Deposit
- Completion of counseling session with Pastor

Thirty (30) days prior to the wedding date:

- Meet with the Wedding Coordinator to review and confirm details of the Wedding Information Sheet
- Pay all fees to the church office.



## Reservation Form

Please completely fill out and turn in this form to church office, along with your security deposit.

**Note: Non-members cannot schedule a date sooner than 4 months before their wedding date.**

Bride's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

SBC Member: YES NO (Circle One)

Groom's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

SBC Member: YES NO (Circle One)

Requested Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm

Requested Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm

I HAVE READ THIS WEDDING GUIDE AND AGREE TO ABIDE BY THESE GUIDELINES.  
WARNING: FAILURE TO DO SO COULD RESULT IN FORFEITURE OF YOUR SECURITY DEPOSIT.

Bride's Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Groom's Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

**REMINDER: The final fees are due 30 days before the scheduled wedding date.**



**FOR OFFICE USE ONLY:**

Scheduled Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Scheduled Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_

Approx. Wedding size: Small (<50)    Medium (51-100)    Large (101+)

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

Initial Meeting with

Pastor & Wedding Coordinator: \_\_\_\_/\_\_\_\_/\_\_\_\_ @ \_\_\_\_am/pm

- Pastor Notified
- Wedding Coordinator Notified

Distributed copies of Reservation form                      Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

CC: Pastor, Wedding Coordinator, Business Office, Custodian, Media & Sound, Bride

Security Deposit paid by:

Cash / Check No. \_\_\_\_\_ (Circle one)                      Amount: \$ \_\_\_\_\_

Recv'd. by: \_\_\_\_\_                      Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**REMINDER: The final fees are due 30 days before the scheduled wedding date.**



## Wedding Information Sheet

*I wish to use the following checked items:*

- |   |                          |
|---|--------------------------|
| Rehearsal and Wedding only                    | <input type="checkbox"/> |
| Rehearsal, Wedding and Reception              | <input type="checkbox"/> |
| Rehearsal Dinner                              | <input type="checkbox"/> |
| Church Candelabras                            | <input type="checkbox"/> |
| Arch  | <input type="checkbox"/> |
| Candle Lighters/Snuffers                      | <input type="checkbox"/> |
| Organ   | <input type="checkbox"/> |
| Piano   | <input type="checkbox"/> |
| Taped Music                                   | <input type="checkbox"/> |
| CD Music                                      | <input type="checkbox"/> |
| Mini Disk Music                               | <input type="checkbox"/> |
| 12" Mechanical Candles (enter # needed) _____ | <input type="checkbox"/> |

*Please complete the following:*

Minister: \_\_\_\_\_

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

Soloist(s): \_\_\_\_\_

Mistress Of Ceremony: \_\_\_\_\_

Florist: \_\_\_\_\_

Photographer: \_\_\_\_\_

Caterer: \_\_\_\_\_

(If reception is at SBC Only)

Refund Name: \_\_\_\_\_ (for Security Deposit)

Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_