



Polaris Christian Church
Wedding Coordinator Form

Bride name: _____ Groom name: _____

Date of wedding: _____ Time: _____ Rehearsal date: _____ Time: _____

Parents of bride: _____ Parents of groom: _____

Wedding Party (please list in order of procession):

Please also list the names of ushers that will be walking special guests (mothers, grandparents, etc.)

Will there be any guests that need special accommodations? If so, what?

Who is the florist? _____ Time of arrival? _____

Who is the photographer? _____ Time of arrival? _____

Any additional people arriving? (videographer, decorator, wedding coordinator, etc?)

Please note you are responsible for everyone being on time.

What time will the groom/groomsmen arrive? _____

What time will the bride/bridesmaids arrive? _____

Are the bride/bridesmaids dressing at the church? _____



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Who will have the rings? _____

**It is normally customary to provide snack/drink for the bride and groom room. Please be sure that both rooms put all items in the provided trash cans before leaving the church.*

**It is nice to have an "emergency kit" for the church and then the reception. Some important items to include: stain sticks, hairspray, safety pins, sewing kit, scissors, static guard, mints, deodorant, straws, and bandaids.*

Are you having programs? _____ If so, who will be passing them out? _____

Are you doing a receiving line after the ceremony? ____ If yes, will the usher be dismissing the line?

Will there be bubbles, bells, etc? _____ If so, who will be passing these out?

**Certain items must be approved by the church first*

Will there be any additional decorations besides the flowers? _____

Have you talked to the pastor? _____

Have you talked to the worship leader? _____

Who will be doing the music? _____

Will the stage be cleared for an additional fee? _____

Will there be pictures after the ceremony at the church? _____

Does the photographer have a list of pictures and people needed for these pictures?

**It is normally a huge timesaver if the people you want in pictures are in the first few pews of the church ready and waiting for pictures.*

Will there be a limo or driving service? _____ What time? _____

What items will be going to the reception from the church?

What person will be loading and transporting these items? _____

What items will be going home or to some location other than reception?



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What person will be loading and transporting these items? _____

**Please make sure these people have a list of items and understand they are responsible for loading and transporting.*

Fees for Our Building:

We only charge what we directly pay out those who prepare for your ceremony.

\$100 for extra weekend cleaning. This is required, everything else is optional.

\$300 if you want the stage cleared of instruments for your ceremony. (Drums will remain, but hidden.)

\$100 if you need a person to run the sound system.

You will need to check with your officiant and any musicians for their individual fees.

Fees must be paid at least two weeks before the wedding. Mail your checks to our building with “___Last Name___ Wedding” in the memo line:

Polaris Christian Church

3289 Laurel Road

Brunswick, Ohio 44212

Other Instructions:

*Please our no alcohol on church property policy.

*Please make sure all bridal party members are respectful to church rules and regulations.

*Please load up all trash in trash cans and remove all personal property before leaving.

*Please remember to pay all fees at least two weeks before the ceremony. Also, be sure to bring the marriage certificate to your rehearsal.

*Please remind the bridal party to be on time for rehearsal and wedding.