

Wedding Fees for Members

Refundable security deposit (for damage/extra time)..... \$100

Building and Personnel Fees:

- Standard wedding and rehearsal..... \$1,000
*Includes Wedding Director, Sound Technician and Custodial Support
for the rehearsal and wedding, and Security Officer for wedding.*

Optional Services for additional fees:

- Minister Honorarium Wedding only: \$200
Rehearsal and wedding: \$350



_____ **Date**

_____ **Signature**

Security Deposit due with wedding application and the signed fee page

Amount: \$100.00

Due Date: Upon Application

50% of fees due 6 weeks prior to wedding

Amount:_____ Due Date:_____

Balance due 2 weeks prior to wedding

Amount:_____ Due Date:_____

Wedding Application

RETURN
with security deposit to
Calendar Coordinator

APPLICATION

BRIDE: _____
Address _____
City _____ State _____ Zip _____
Phone: Home _____ Work _____
Mobile _____ Email _____

Member of Sample Church? No Yes Since _____
If not, where? _____
Parents members Sample Church? No Yes Since _____
If not, where? _____

GROOM: _____
Address _____
City _____ State _____ Zip _____
Phone: Home _____ Work _____
Mobile _____ Email _____

Member of Sample Church? No Yes Since _____
If not, where? _____
Parents members of Sample Church? No Yes Since _____
If not, where? _____

WEDDING/REHEARSAL DATE:

1st choice _____ Time _____
Rehearsal _____ *Time* _____
 2nd choice _____ Time _____
Rehearsal _____ *Time* _____
 3rd choice _____ Time _____
Rehearsal _____ *Time* _____

WEDDING CEREMONY LOCATION: Sanctuary Chapel

MINISTER: _____
Church: _____

For Office Use:

Calendar approval: Date _____
 Security Deposit: Amount _____ Date _____ Check # _____
 50% of fees: Amount _____ Date _____ Check # _____
 Balance of fees: Amount _____ Date _____ Check # _____

Wedding Policies

To Schedule a Wedding

- Contact the Sample Baptist Church calendar coordinator and secure a wedding packet.
- Submit the wedding application and security deposit. Wedding cannot be confirmed until the application has been completed in full.
- Wedding dates are confirmed when the application form and security deposit has been received, and the request has been processed through normal calendaring procedures.
- There are some dates when the church may not be available for weddings, or may only be available with no changes to seasonal decorations.

General Policies

The wedding is a service of worship. Each aspect of the service must reflect the reverence and meaning of the service, and be in line with the Sample Church Statement of Beliefs in the church bylaws.

- Church furniture and furnishings may not be moved.
- Church floral arrangements may not be moved or altered.
- No alcohol, weapons or fireworks are permitted on the premises.
- No smoking is allowed in any building.
- No wedding party members will be allowed to participate if they are intoxicated or under the influence of illegal drugs.
- There can be no bird seed, rice, silly string or confetti thrown (inside or outside). Anything not covered in this policy must be approved by the wedding director.

Allotted Times for Weddings

- Facilities will be available two hours before the wedding ceremony, and one hour after the ceremony. An hourly fee will be accessed for any additional time.

Wedding Policies

Minister

- Christian ministers outside of Sample Church may conduct weddings with staff approval, with the following conditions:
 - Minister's name and church affiliation are to be listed on the wedding application form, and must be included in the wedding program.
 - The minister must submit his vitae (resume) to the wedding director six (6) weeks prior to the ceremony.

Wedding Preparation

- Marriage counseling is required. Consult with the Sample Church minister performing your ceremony to schedule counseling sessions.
- If a minister outside of Sample Church has been approved to conduct the ceremony, a letter stating that you have attended marriage counseling sessions is required.
- Program must be submitted to the wedding director one (1) month before the wedding.

Rehearsal

- Before the rehearsal, the wedding director and minister must have a written order of ceremony and other wedding details (names of those in the wedding party, who will be seated by whom, etc.)
- Time limit for rehearsals is 1 1/2 hours. The building will be open 1/2 hour prior to rehearsal time.
- The marriage license must be given to the minister at the rehearsal
- In conjunction with the minister, the Sample Church wedding director is in charge of the rehearsal and ceremony.

Wedding Policies

Bride's and Groom's Rooms

- These rooms are provided as a service and are to be treated with the same policies that govern the sanctuary. Water and light refreshments are allowed to be served in these rooms on the day of the wedding. For the protection of the wedding party and the building, there should be no sodas, coffee, tea or punch, and all food items should be non-dripping, such as small finger sandwiches, cheese and crackers, fresh veggies, etc.
- Sample Church will not be responsible for any items left in the rooms. The wedding director is available to lock the rooms at the beginning of the ceremony.

Outside Personnel

- All outside personnel (florists, photographers and videographers) must be approved by the wedding director.
- There are policy sheets for each of these personnel. Each vendor must sign a *Statement of Intent to Follow Policy* and return to the wedding director at least 14 days before the wedding.
- The couple will be responsible for any damage caused by the vendors.

Wedding Receptions

Wedding Receptions may not be held at Sample Church.

Wedding Personnel

Calendar Coordinator

- All office contact will be made through the calendar coordinator.
- The coordinator will assign a wedding director to work with the bridal party.
- In conjunction with the minister, the Sample Church wedding director is in charge of the rehearsal and ceremony.

Sound and Technical Services

- A Sample Church sound engineer must be in charge of all sound, lighting and other A/V technical services. No outside personnel are allowed in the sound or video booths.
- The engineer must be informed in writing of any special lighting or technical services.
- No outside A/V equipment may be connected to the Sample Church system.

Custodial Services

- Only Sample Church custodians may be used for the wedding
- The wedding director will serve as the liaison between the bridal party and the custodians. All communications to the custodians will be made through the wedding director.

Parking Lot Security

- Sample Church will contract for security officers to be present for four hours on the day of the wedding. Sample Church is not responsible for any damage or theft of wedding party property.

Wedding Party Information

BRIDE

GROOM

USHERS:

Name

Relationship to couple

GRANDPARENTS / PARENTS THAT WILL BE SEATED BY USHERS:

BRIDE'S FAMILY:

Name

Relationship

Escorted by

GROOM'S FAMILY:

Name

Relationship

Escorted by

ATTENDANTS:

MAID/MATRON OF HONOR _____

BEST MAN _____

FLOWER GIRL _____

RING BEARER _____

of BRIDESMAIDS _____

of GROOMSMEN _____

(please list the order they will stand, starting with those closest to Maid of Honor & Best Man)

The wedding is a service of worship. Music must reflect the reverence and meaning of the service and be consistent with the Sample Baptist Church Statement of Beliefs.

GENERAL POLICY

- All personnel must be appropriately dressed.
- There is to be no smoking in any of the buildings.
- Alcohol, weapons and fireworks are not permitted on the premises.
- No service personnel will be allowed to participate if they are intoxicated or under the influence of illegal drugs.

MUSIC POLICY

1. Music and musicians are to be approved by the Sample Church music ministry six (6) weeks before the wedding. Complete the Wedding Music and Technical Support Information Sheet and return it to the wedding director for music approval and to schedule any Sample Church musicians.
2. Outside personnel may play the organ, but must meet with the appropriate Sample Church personnel to be trained on the organ. Contact the Music Ministry office six (6) weeks before the wedding to make arrangements for this training.

**Anything not covered in this policy
must be approved by the wedding director.**

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Wedding Music & A/V Information

BRIDE/GROOM _____

WEDDING DATE _____ TIME _____

ORGANIST _____ PHONE _____

PIANIST _____ PHONE _____

SOLOIST(S) _____ PHONE _____

OTHER MUSICIANS _____ PHONE _____

INSTRUMENTAL AND VOCAL SELECTIONS (each one must be listed separately)

Song:

Ceremony Placement:

_____ Live
 Recorded

_____ Live
 Recorded

_____ Live
 Recorded

Prelude music selections _____ Live
 Recorded

Music for seating of grandparents _____ Live
 Recorded

Music for seating of parents _____ Live
 Recorded

Attendants' processional _____ Live
 Recorded

Bride's processional _____ Live
 Recorded

Recessional _____ Live
 Recorded

Check here if any additional information has been written in on the back of
this form.

For office use:

Reviewed and approved by the Sample Church Music Ministry

Name: _____

Date: _____



The wedding is a service of worship. Florists (both volunteers and professionals) are asked to do nothing that would detract from the reverence and meaning of the service.

GENERAL POLICY

- All personnel must be appropriately dressed.
- There is to be no smoking in any of the buildings.
- Alcohol, weapons and fireworks are not permitted on the premises.
- No service personnel will be allowed to participate if they are intoxicated or under the influence of illegal drugs.

FLORISTS AND DECORATING POLICY

1. Sample Church wedding director must approve any pew hangers; they must be made of material that will not scratch the pew surface.
2. No tacks, pins, nails, glue, tape or other adhesive may be used to fasten any decorations to the furniture or the building.
3. No church furniture or furnishings may be moved.
4. Real flower petals may not be dropped on the carpet.
5. Floor protection must be placed under all flower arrangements.
6. No containers may be placed on musical instruments.
7. No candles may be positioned under hanging microphones.
8. Except for the unity candle, no wax candles are permitted—liquid-filled candles only.
9. The florist is expected to remove all decorations and equipment immediately following the ceremony.
10. The facilities will be available two (2) hours before the ceremony and one (1) hour after the ceremony.
11. Florist must sign the “Statement of Intent to Follow Policy”

**Anything not covered in this policy
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10. The facilities will be available two (2) hours before the ceremony and one (1) hour after the ceremony.
11. Florist must sign the “Statement of Intent to Follow Policy”

**Anything not covered in this policy
must be approved by the wedding director.**

Statement of Intent to Follow Policy

GIVE to vendor ; they
RETURN completed form
to Wedding Director

I have read the policies of Sample Baptist Church pertaining to

FLORISTS

and understand how the policies apply to my assignment while at Sample Baptist Church.

Name (please print) Date

Firm represented (please print) Phone Number

Address (please print) City, Zip

Signature

Bride _____ Groom _____

Date of Wedding _____ Time _____

Please return this signed agreement **at least 14 days** before the wedding to:

Sample Baptist Church
Wedding Director
12345 Sample Lane
Sampletown, Texas 70123
123-456-7890

FAX 123-456-7891

FLORIST

Policy for Photographers

The wedding is a service of worship. Photographers (both volunteers and professionals) are asked to do nothing that would detract from the reverence and meaning of the service.

GENERAL POLICY

- All personnel must be appropriately dressed.
- There is to be no smoking in any of the buildings.
- Alcohol, weapons and fireworks are not permitted on the premises.
- No service personnel will be allowed to participate if they are intoxicated or under the influence of illegal drugs.

POLICY FOR PHOTOGRAPHERS

1. The photographer may take photographs before or after the service in any part of the building being used by the wedding party.
2. It is understood that the service begins when the family members (parents and grandparents) have been seated. Photographers are permitted to take photographs during this time provided they do so from the back of the sanctuary, do not use a flash and no noise is involved in the procedure.
3. Photographs may be taken from the foyer as the bridal party is preparing to enter the sanctuary.
4. No flash may be used during the ceremony. The photographer may take time exposures during the service by remaining in the back of the sanctuary or in the balcony, being careful that no noise is involved in the process.
5. Photographs are permitted during the recessional. The photographer may stand behind the back pew area for those photographs.
6. The photographer shall not stand on the pews or place any equipment on the pews or any furniture in the church.
7. The facilities will be available two (2) hours before the ceremony and one (1) hour after the ceremony.
8. Photographer must sign the "Statement of Intent to Follow Policy"

**Anything not covered in this policy
must be approved by the wedding director.**

The wedding is a service of worship. Photographers (both volunteers and professionals) are asked to do nothing that would detract from the reverence and meaning of the service.

GENERAL POLICY

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5. Photographs are permitted during the recessional. The photographer may stand behind the back pew area for those photographs.
6. The photographer shall not stand on the pews or place any equipment on the pews or any furniture in the church.
7. The facilities will be available two (2) hours before the ceremony and one (1) hour after the ceremony.
8. Photographer must sign the "Statement of Intent to Follow Policy"

**Anything not covered in this policy
must be approved by the wedding director.**

Statement of Intent to Follow Policy

GIVE to vendor ; they
RETURN completed form
to Wedding Director

I have read the policies of Sample Baptist Church pertaining to

PHOTOGRAPHERS

and understand how the policies apply to my assignment while at Sample Baptist Church.

Name (please print)

Date

Firm represented (please print)

Phone Number

Address (please print)

City, Zip

Signature

Bride _____

Groom _____

Date of Wedding _____

Time _____

Please return this signed agreement **at least 14 days** before the wedding to:

Sample Baptist Church

Wedding Director

12345 Sample Lane

Sampletown, Texas 70123

123-456-7890

FAX 123-456-7891

PHOTOGRAPHER

Policy for Videographers

The wedding is a service of worship. Videographers (both volunteers and professionals) are asked to do nothing that would detract from the reverence and meaning of the service.

GENERAL POLICY

- All personnel must be appropriately dressed.
- There is to be no smoking in any of the buildings.
- Alcohol, weapons and fireworks are not permitted on the premises.
- No service personnel will be allowed to participate if they are intoxicated or under the influence of illegal drugs.

POLICY FOR VIDEOGRAPHERS

1. Video cameras, without additional lighting, may be used.
2. Videos may be made before or after the service in any part of the building being used by the wedding party.
3. Video cameras (both manned and unmanned) will be set on a tripod at a location to be designated by the Wedding Director or minister, and are not to be moved during the ceremony. Acceptable locations will include the back of the sanctuary, the balcony, and areas in the front of the sanctuary that are unobtrusive to the wedding party and guests.
4. It is understood that the service begins when the family members (parents and grandparents) have been seated.
5. The videographer shall not stand on the pews or place any equipment on the pews or any furniture in the church.
6. The facilities will be available two (2) hours before the ceremony and one (1) hour after the ceremony.
7. Videographer must sign the "Statement of Intent to Follow Policy"

**Anything not covered in this policy
must be approved by the wedding director.**

The wedding is a service of worship. Videographers (both volunteers and professionals) are asked to do nothing that would detract from the reverence and meaning of the service.

GENERAL POLICY

- All personnel must be appropriately dressed.
- There is to be no smoking in any of the buildings.
- Alcohol, weapons and fireworks are not permitted on the premises.
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3. Video cameras (both manned and unmanned) will be set on a tripod at a location to be designated by the Wedding Director or minister, and are not to be moved during the ceremony. Acceptable locations will include the back of the sanctuary, the balcony, and areas in the front of the sanctuary that are unobtrusive to the wedding party and guests.
4. It is understood that the service begins when the family members (parents and grandparents) have been seated.
5. The videographer shall not stand on the pews or place any equipment on the pews or any furniture in the church.
6. The facilities will be available two (2) hours before the ceremony and one (1) hour after the ceremony.
7. Videographer must sign the "Statement of Intent to Follow Policy"

**Anything not covered in this policy
must be approved by the wedding director.**

Statement of Intent to Follow Policy

GIVE to vendor ; they
RETURN completed form
to Wedding Director

I have read the policies of Sample Baptist Church pertaining to

VIDEOGRAPHER

and understand how the policies apply to my assignment while at Sample Baptist Church.

Name (please print) Date

Firm represented (please print) Phone Number

Address (please print) City, Zip

Signature

Bride _____ Groom _____

Date of Wedding _____ Time _____

Please return this signed agreement **at least 14 days** before the wedding to:

Sample Baptist Church
Wedding Director
12345 Sample Lane
Sampletown, Texas 70123
123-456-7890

FAX 123-456-7891

VIDEOGRAPHER