

Wedding Checklist

Revised 2016

Reservation of Church Facilities for Wedding.

Reservation is for the day before and the day of the wedding only. *(Example: for a Saturday wedding, the facilities will be available beginning on Friday morning at 8:00 AM).* This policy is not flexible. The church facilities are scheduled through the Church Administrator in the church office.

____ Completed

Meet with the Wedding Committee to complete the application

The attached application must be completed at least 6 weeks prior to your wedding date. Please contact the wedding committee at least 2 weeks prior to your wedding date to discuss details.

____ Completed

Meet with the Wedding Committee to discuss wedding guidelines

The wedding committee will answer any questions you may have regarding the attached page of wedding guidelines. This step is mandatory and should be completed within 60 days of reserving the facility. *Your wedding director must be at this meeting with you.*

____ Completed

Submit wedding music to the Worship Pastor for approval

This must be done at least 30 days prior to the wedding date. Music should be submitted to the Worship Pastor in the church office. Please send a copy, not the original. Music will not be returned.

____ Completed

Secure sound technician

It is the responsibility of the bride/groom to secure someone to serve as a sound technician. Contact the Worship Pastor for a list of sound technicians. This should be done well in advance of your wedding date to guarantee their availability. The sound technician is paid \$100.00, which is part of the \$250.00 paid for the sanctuary (Bldg E). Basically, the church pays the technician for you with the money you pay as part of your wedding fees.

____ Completed

Secure pianist/organist

It is the responsibility of the bride/groom to secure the pianist, organist, and any other musicians you plan on using. This should be done well in advance of your wedding date to guarantee their availability. This fee/gift is handled by the bride/groom and is NOT part of your fees to the church.

____ Completed

Pay Custodial and Sound Technician Fees to FBC Wilmer

All fees are listed in this packet. They are due no later than 3 months prior to your wedding date.

____ Completed

Note: It is the responsibility of the bride/groom to obtain their marriage license and secure a minister to perform the ceremony. The minister should be contacted as soon as the wedding date is set to guarantee availability.

The marriage license office can be reached at (251)574-8494.