

SAMPLE WEDDING PLANNING PACKET

Application & Policy

2022



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This document is provided as a guide for church wedding planning and does not guarantee in any way the success of any wedding nor any type of special event in the church.



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BAPTIST CHURCH
Wedding Application

Pastor _____ and the _____ Baptist Church family congratulates and celebrates with you on your upcoming marriage and your desire to become “one flesh” in the Name of our Lord. As the first step to arranging for your special day, please complete the Wedding Application provided below.

Again, congratulations and may God bless your special day and the many days of your marriage.

ABOUT YOUR PRIMARY POINT OF CONTACT

The Point-of-Contact (POC) for your wedding activities is the person who is authorized to make and receive calls to and from ___BC on behalf of the bride and groom. If the bride or the groom is the Point-of-Contact, please indicate so in the space provided below. Only the Point-of-Contact may sign this application and enter into agreement with _____ Baptist Church for the wedding activities mentioned in this application. Additionally, only the POC who signs at the end of this application may negotiate event related changes with Christian Baptist Church. ___BC will not discuss changes, details, nor terms regarding your wedding activities with any persons other than the Point-of-Contact whose information is provided below and signature is at the end of this agreement.

Who is the Point-of-Contact for the Wedding Activities detailed in this application?

Name: _____

Relation to the Bride: _____

Relation to the Groom: _____

Email Address: _____

Telephone Number: _____

___BC weddings are not confirmed until the wedding couple has completed, signed, and submitted to the ___BC Wedding Application and ___BC Hold Harmless Agreement Form to the ___BC office and the signatures of the ___BC Pastor and Director of Operations have been included on the same.

POC Initials: _____



- A Guest Officiating Minister and ____BC Associate Minister:

Guest Minister's Name: _____

Email Address: _____

Cell Phone #: _____

- The Marital Counseling Minister: Pastor _____ or the Pastor's Designee

- The Wedding Coordinator: ____BC Wedding Coordinating Ministry **[REQUIRED.]**

**A member of the ____BC Wedding Coordinating Ministry will be assigned to answer your Wedding Planner's ____BC related questions and ensure that ____BC Wedding & Building Usage Policies are followed.*

- A Guest Wedding Planner and ____BC Wedding Coordinator:

Guest Wedding Planner's Name: _____

Email Address: _____

Cell Phone #: _____

- The Wedding Musician: ____BC Minister of Music or the Pastor's Designee

- A Guest Wedding Musician:

Guest Musician's Name: _____

Email Address: _____

Cell Phone #: _____

**A member of the ____BC Music Ministry will be assigned to oversee the use of all ____BC owned instruments and answer questions related to the same.*

- Wedding Sound Technician: ____BC Sound Ministry **[REQUIRED.]**

- Wedding Set-Up & Break-Down Point-of-Contact **[REQUIRED.]**

Point-of-Contact's Name: _____

Email Address: _____

Cell Phone #: _____

ABOUT YOUR WEDDING DAY

1) How many guests are you anticipating to attend your wedding day? _____

2) What day and time would you like to set-up for your wedding?

Requested Event Set-up Date: _____

Requested Event Set-up Time: From _____ am/pm to _____ am/pm

3) Is rehearsal time requested for your event? Yes/No If "Yes", please provide the...

Requested Date for the Event Rehearsal: _____

Requested Time for the Event Rehearsal: From _____ am/pm to _____ am/pm



ABOUT YOUR AUDIO VISUAL NEEDS

Note: ___BC Sound Technicians must be scheduled and present for any ___BC owned equipment to be used.

4) Is any Audio/Visual equipment/services requested for this event? Yes/No

If “No”, please go to question #5. *With exception to the use of electrical outlets, Guest Musicians and DJ’s will not be permitted to connect their personal equipment to any equipment owned by ___BC.*

If “Yes”, please answer the following:

What will the sound be used for (i.e. will there be a minister, speaker, host, emcee, etc.)?

A. Will there be singing, musicians, performances (dance, mime, theatrical, etc.)? Yes/No

B. If singing - will there be a choir or solo performances and how many singers will be present?
___ Choir ___ Solo ___ Other _____ # of Singers _____

C. If a choir is used, will they perform to live music or CD? Yes/No

D. If performance, what type of (i.e. dance, mime, acting, etc.) performance will be presented?

E. Will the performance need ___live music, ___CD's, ___microphones, ___none of the above, or ___ other (please explain if “other”)?

F. If musicians are being used, who is/are the musician(s)? Please provide a list of ___BC owned instruments that the musicians plan to use.

5) In the space below, please provide a list of all songs you plan to sing/play during your wedding ceremony.

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____
- F. _____

6) Please attach to this form a proposed Order of Worship for your Wedding Ceremony.

POC Initials: _____



- 7) Place a check beside any item you are requesting to be provided by _____ Baptist Church.
****Requesting an item for/from ____BC in the list below does not guarantee the availability of your requested item(s).***

- LCD Projector Television Key Board
 Sanctuary Sound System – Up to 2 Microphones
 Piano Organ Podium (Included)
 Round Tables (How many? _____) Rectangle Tables (How many? _____)
 Chairs (How many? _____) Others: _____

ABOUT YOUR EVENT CARS & PARKING NEEDS

- 8) How many cars are you anticipating for your wedding? _____
- 9) Is special parking being requested for anyone (i.e. limousine, Brides Mother, Guest Minister, etc.) in your wedding? Yes/No If “yes”, please explain in detail.
- 10) Is special/VIP transportation (i.e. limousine, chauffeured car, etc.) being arranged for anyone in your event? Yes/No If “Yes”, ...
- a. Where would you like your VIP transportation to be parked?
 - b. What time will the special/VIP transportation arrive? _____am/pm
 - c. What time will the special/VIP transportation depart? _____am/pm

ABOUT YOUR WEDDING, WEDDING REHEARSAL, WEDDING RECEPTION’S FOOD SERVICE

- 11) Will food and/or refreshments be a part of your event in ____BC? Yes/No
If yes, please answer the following “Food Service” questions:
- 12) Are you planning a... (Please check all that apply.)
- Sit Down/Plated Meal Buffet Style Meal Finger Food Reception
 Breakfast Brunch Luncheon
 Dinner Other (please specify): _____
- 13) Note: No alcohol is permitted on the premises of ____BC.

POC Initials: _____



- 14) How many people will you be preparing to serve in your event's food service? _____
- 15) Will there be a head table? Yes/No If yes, # of people to be seated at the head table? _____
- 16) In which room of ___BC would you like for your food to be served? _____
- 17) What day and time would you like to set-up for your food service?
Food Service Set-up Date _____ from _____ am/pm to _____ am/pm
- 18) What is your desired serving time (i.e. what time do you plan to serve your food)?
From _____ am/pm to _____ am/pm
- 19) Who is requested to be the food service provider for event?
_____ BC Culinary/Food Service Ministry
_____ Guest Food Service Provider
_____ Food Service Business Name _____
Contact Person: _____
Telephone #: _____
Email Address: _____

NOTE: Table cloths are not provided by ___BC for wedding activities. All food preparation plans must be discussed and approved with the ___BC Trustees before preparing/serving food of any type in _____ Baptist Church.

- 20) If a Guest Food Service Provider is being used for your wedding activities, is the guest food service provider licensed in food service with the local Health Department? Yes/No
- 21) Will the food be cooked in the facilities of ___BC for your event/food service? Yes/No
- 22) Requested Kitchen Access Date _____ from _____ am/pm to _____ am/pm

ABOUT THE PERSONS RESPONSIBLE FOR WEDDING ACTIVITY SET-UP & CLEAN-UP

ALL wedding parties (both ___BC members and guests) that use the kitchen area are responsible for cleaning and restoring the kitchen to its original condition after each use. Who is the designated person who will be responsible for cleaning and restoring the kitchen area at the conclusion of your event?

- 23) Wedding Rehearsal Dinner Set-Up & Break-Down Point-of-Contact
[REQUIRED if a Wedding Rehearsal Dinner is being held in ___BC.]
Point-of-Contact's Name: _____
Email Address: _____
Cell Phone #: _____

POC Initials: _____



24) **Wedding Ceremony (Sanctuary) Set-Up & Break-Down Point-of-Contact**

[REQUIRED for all Weddings being held in ____BC.]

Point-of-Contact's Name: _____

Email Address: _____

Cell Phone #: _____

25) **Wedding Reception Set-Up & Break-Down Point-of-Contact**

[REQUIRED if a Wedding Reception is being held in ____BC.]

Point-of-Contact's Name: _____

Email Address: _____

Cell Phone #: _____

26) **Post Wedding Address (Where to send your Security Deposit Refund):**

Name: _____

Street Address: _____

City/State/Zip: _____

Telephone Number: _____

Email Address: _____

27) **Wedding Fees/Charges (See WEDDING HONORARIUMS & FEES on next page.)**

Security Deposit	\$300.00
Wedding Building Usage Charge	\$ _____
Reception Building Usage Charge	\$ _____
Total Honorariums	\$ _____
Total Balance	\$ _____

POC Initials: _____



WEDDING PARTY SIGNATURES

By signing below, I understand and agree that all fees associated with my wedding will be submitted and paid in full to _____ Baptist Church not later than 30 days prior to my wedding date. I understand that if my wedding fees are not paid in full prior to the aforementioned “30 days prior to” deadline, my wedding activities may be canceled by ____BC with all expenses related to my wedding activities still due to ____BC in full.

Bride’s Signature:

Today’s Date: _____

Groom’s Signature:

Today’s Date: _____

Point-of-Contact Signature (for Payments, Negotiations, Contract Signing, etc.):

Today’s Date: _____

_____ BAPTIST CHURCH SIGNATURES

Date Application Was Received: _____

Approved Wedding Date: _____

Approved Wedding Time: _____

Date Church Calendar Updated: _____

Date Wedding Party Notified: _____

Pastor’s Approval Signature: _____

Date: _____

Director of Operations’ Signature: _____

Date: _____

BAPTIST CHURCH WEDDING POLICY



Pre-Marital Counseling: All couples desiring to hold wedding ceremonies in _____ Baptist Church must have three (3) Pre-Marital Counseling sessions which are held and provided by Pastor _____. The sessions are included in the honorarium for the Officiating Minister. Premarital Counseling is also available for couples who are using ministers outside of _____ Baptist Church to officiate their ceremony (\$50/session with a required minimum of three sessions).

Wedding Ceremony Details: The Order of Worship and all other wedding ceremony details must be approved by Pastor _____ before being sent to final draft and printing.

Photographs: The taking of pictures is permitted by guests before and after the wedding ceremony only. The taking of pictures during the wedding ceremony is only permitted by one professional photographers hired by the wedding party. The use of flash photography, iPhones, iPads, or any other like or similar devices to take pictures of or record the ceremony is strictly prohibited.

The Marriage License: The marriage license must be secured from a Clerk of the Courts. Both the Bride and the Groom must be present to secure the license. You must deliver the license to the officiating minister no later than the night of your wedding rehearsal, so that it may be completed. The ceremony cannot begin without a valid marriage license.

Your Wedding Rehearsal: Your wedding rehearsal is extremely important. You should allow approximately one (1) hour for the rehearsal. The ____BC Wedding Director will be present for the wedding rehearsal in the place of the Pastor who will be present for the wedding ceremony itself. If the Pastor is needed for the rehearsal, Pastor _____ will arrive 45 minutes after the rehearsal begins and be present for 15 minutes to answer any questions from the wedding couple/party. Because _____ Baptist Church staff will be attending your and participating in your rehearsal, all members of the wedding party should be present, and it is essential that the rehearsal begin on time.

The ____BC Wedding Director: A Wedding Director from _____ Baptist Church is required for all church weddings to include those where the wedding couple has contracted their own Wedding Coordinator. The ____BC Wedding Director is very familiar with the ____BC membership, facilities, and procedures and will play a vital role in ensuring that your wedding day and activities are well coordinated and facilitated. In many instances, the ____BC Wedding Director works hand-in-hand with your Wedding Coordinator.



About Your Wedding Dates and Times: Wedding Rehearsal Times: Wedding rehearsals for Saturday weddings are end not later than 7:30pm on Fridays and cannot exceed a two (2) hour period of time. Rehearsal dinners must conclude not later than 9:00pm.

Saturday Wedding Activities are allotted a four (4) hour period of time to include pre-wedding activities (i.e. decorating, picture taking, etc.). All wedding activities to include the reception must conclude not later than 6:00pm. Exceptions are made for evening weddings which must be pre-approved by ____BC.

Facility Access: The Point-of-Contact listed on the Wedding Application and set-up persons will have entry to the church facilities not more than 30 minutes prior to the starting time for your wedding rehearsal and not more than 60 minutes prior to the date and time approved for the wedding ceremony on the Wedding Application. The sanctuary and wedding related rooms will open for wedding guests at the wedding time approved on the Wedding Application, but will remain closed prior to the same. Wedding rehearsals for Saturday weddings are to end not later than 7:30pm on Fridays and cannot exceed a two (2) hour period of time. Rehearsal dinners must conclude not later than 9:00pm. The wedding party will be charged an Excess Time Fee of \$75/hour for any portion of an hour that exceeds the stated time limits. Excess Time Fees will be deducted from the wedding party's Security Deposit.

Saturday wedding services cannot exceed a four (4) hour period of time to include pre-wedding activities (i.e. decorating, picture taking, clean-up, etc.). All wedding activities to include the reception must conclude not later than 6:00pm. The wedding party will be charged an Excess Time Fee of \$75/hour for any portion of an hour that exceeds the stated time limits. Excess Time Fees will be deducted from the wedding party's Security Deposit.

The wedding party and all wedding guests and items must depart/be removed from the wedding ceremony area not later than two (2) hours after the wedding time approved on the Wedding Application.

Excess Time Charges: An Excess Time Charge of \$75/hour will be charged to the wedding party for any portion of an hour that exceeds the above stated time limits. (See *Security Deposit* in this policy for details.) It is the responsibility of the Point-of-Contact to ensure that wedding activities remain as the Bride and Groom have stated in their wedding application to avoid fees deducted from the Security Deposit.



Security Deposit: A \$300 Security Deposit is required for all persons holding weddings in ___BC facilities. The Security Deposit must be submitted not later than 30 days prior to your wedding date. See the Security Deposit section of the list of Wedding Honorariums and Fees for amounts. Security Deposits will be returned in full within 14 days of your wedding date if all wedding policies are followed during the course of your wedding, no damage is done to the church facilities/property by your wedding party, and there are no excess fees associated with your wedding date. Costs for damages, charges, and fees associated with your wedding activities that are expensed to ___BC will be deducted from your Security Deposit and the balance will then be returned within the stated 14 days after your wedding date. Wedding parties with fees and charges that exceed the amount of their Security Deposit will be invoiced and billed with the invoiced amount due to ___BC within 30 days of the invoice date. A late payment fee will be charged for each day any remaining balance(s) associated with this event remains unpaid.

Wedding Fees & Payments: All payments associated with your wedding are due in full not later than 30 days prior to your approved wedding date on your Wedding Application. No personal checks will be accepted within 30 days prior to your approved wedding date on your Wedding Application. ___BC reserves the right to cancel your wedding with 100% losses charged to the Point-of-Contact shown below if the balance payment is not paid in full before 30 days prior to this event. Additional expenses or damages incurred by ___BC on behalf of the Point-of-Contact and user group will be charged to the user group event and will be due payable in full in the form of cash or cashier's check to ___BC within 10 business days of the date shown above as "Event Date". A 5% late payment fee will be charged for each day any remaining balance(s) associated with this event remains unpaid. The Responsible Party agrees to pay all reasonable collection, attorney's and court fees and their expenses involved in the collection of the charges or enforcement of ___BC's rights under this agreement.

Wedding Related Vendors and Rentals: ___BC is not responsible for the contracting of wedding related vendors (i.e. caterers, dj's, etc.) nor the ordering of wedding related items (i.e. candelabras, kneeling benches, etc.).

Wedding Particulars & Details: All wedding ceremony, wedding rehearsal, and wedding reception details must be confirmed with ___BC not later than 30 days prior to the wedding's scheduled date to include the room set-up diagram, building usage form, and Wedding Detail Questionnaire. The room set-up for your wedding will be according to the written room diagram and final count provided. If no final count is given, your original attendance number provided will serve as the final count. If no room diagram is provided, a room diagram will be created and arranged by the ___BC staff to accommodate the final guest count. A \$100 Room Re-set Fee (See Security Deposit) will be charged to re-set the ___BC facilities in the event that room set-up changes are requested.



Facility Inspection/Walkthrough: The Point-of-Contact for the wedding party is responsible for arranging a pre-event walkthrough prior to your wedding date to verify that the facility has been set/arranged according to your floor plan and room diagram.

Foodservice Policy: Due to licensing requirements and quality control issues, all food and beverages to be served in the _____ Baptist Church must be supplied and prepared by ____BC. With exception to take home plates for the bride and groom (guest speaker), unconsumed food may not be removed from ____BC. The bride/groom (guest speaker) assumes full responsibility for the take home plates they have received. ____BC is not permitted to provide Carry-Out bags or containers for food that is not consumed during the course of your event. All food served in ____BC must be consumed in ____BC banquet hall during the course of the contracted serving time. Food prepared by _____ Baptist Church must be served by ____BC wait/serving staff and cannot be served by guests.

Building Monitors & Parking Lot Supervisors: ____BC provides members of its staff and/or its congregation to give access to scheduled/reserved rooms. However, it is the responsibility of the wedding party to provide monitoring and/or supervision for all wedding related cars in the ____BC parking lot. Should additional security services be desired, the wedding party is invited and encouraged to schedule security at their own expense with either the local Police Department or an independent Security Guard agency.

Music Selection: DJ's and bands are permitted in ____BC as long as the music is respectable and in no way derogatory.

Pick-ups, Deliveries, and Removals: The Point-of-Contact in your Wedding Application and/or his/her designee must be present at ____BC to receive and confirm all deliveries and pick-ups associated with your event. No deliveries will be permitted without your Point-of-Contact and/or his/her designee being present to receive your wedding related deliveries. This includes but is not limited to delivery of party rentals, wedding cakes, sound equipment, food, etc. All equipment and items associated with your event must be removed within 1 hour of your event's conclusion. Additional storage hours are available to the User Group for an additional \$175 per hour which will be billed for any portion of an additional hour and must be paid in cash before the departure of the group's contact person. Items left in ____BC for longer than 24 hours may be removed and/or discarded by ____BC staff.

Missing/Damaged Articles: _____ Baptist Church is not responsible for materials, items, or supplies of any kind left before, during, or after an event has taken place in ____BC facilities. See the ____BC Hold Harmless Agreement for details. The Point-of-Contact is responsible for ensuring that the necessary arrangements have been made to have all materials secured while in/on ____BC premises and promptly removed after your wedding activities have concluded.



Decorations: Scotch tape and the blue, painters tape are permitted for the hanging of decorations in ___BC facilities. No other types of tape, glue, nails, pins, or tacks of any kind may be affixed to any ___BC door or wall. No glitter, rice, birdseed, or confetti is permitted in ___BC facilities. All decorations provided by the wedding party or guests of the wedding party must be removed within 1 hour of the conclusion of your wedding party. ___BC reserves the right to remove any/all decorations that do not meet the decoration requirements. A \$275 clean-up fee will be charged for the removal of any unauthorized decorations or items placed or left behind by the Point-of-Contact and/or wedding party.

Candles: No open flames (candles) may be used in the Fellowship Hall for the reception other than tea cup candles located in an open faced bowl filled with water. No open flames may be used in the Sanctuary other than dripless candles used in the candelabras.

Building Restoration Fee: The Point-of-Contact will be responsible for any and all wedding activity related damages done to premises and facilities ___BC by members and guests of your wedding party. This includes, but is not limited to damaged paint removed by wall and table decorations. _____ Baptist Church will have repairs done by a contractor/vendor of ___BC's choosing at the expense of the Point-of-Contact and/or the wedding party listed in the Wedding Application (see Security Deposit for details).

Alcoholic Beverages: No alcohol will be allowed in or on ___BC facilities and premises except for champaign for toasting purposes only.

Alternate Alcoholic Beverages Statement: No alcohol of any type is permitted in or on ___BC facilities and premises.

Cancellation Agreement: This agreement is validated through the mutual consent of both the Point-of-Contact for this event and _____ Baptist Church and both the Point-of-Contact and ___BC reserve the right to cancel this event and contract for any reason.

If cancellation is made by the Point-of-Contact in this agreement, it must be done so in writing under the following terms:

- The written cancellation must be signed by the Bride, the Groom, and the Point-of-Contact listed in the wedding application.
- Events canceled within 90 days of the event's date will be charged 5% of the event's total balance and the Contact Person/Wedding Party will be responsible for paying any expenses or damages incurred by ___BC on behalf of the postponed/rescheduled event.



Cancellation Agreement (cont'd.):

- Events canceled within 60 days of the event's date will be charged 7% of the event's total balance and the Contact Person/Wedding Party will be responsible for paying any expenses or damages incurred by ____BC on behalf of the postponed/rescheduled event.
- Events canceled within 30 days of the event's date will be charged 10% of the event's total balance and the Contact Person/Wedding Party will be responsible for paying any expenses or damages incurred by ____BC on behalf of the postponed/rescheduled event.

If cancellation is made by _____ Baptist Church, it must be done so in writing under the following terms:

- The written cancellation must be signed by the Pastor.
- If ____BC terminates this event more than 30 days prior to your event date, all deposits and prepayments will be returned in full within 15 business days.
- If ____BC terminates this event within 30 days prior to your event date, all deposits will be returned in full within 15 business days in addition to a \$500 adjustment fee.

Liability: The Point-of-Contact, Bride, and Groom are required to sign the ____BC Hold Harmless Agreement to validate confirm their wedding activities with _____ Baptist Church.