

Appendix A

Florist's Permit for Decorating

_ (Please return this copy to the Wedding Coordinator)

First Evangelical Church/735 Ridge Lake Blvd/Memphis, TN 38120/901-682-8452

For the Wedding of: _____ **Date:** _____

The following guidelines are for the protection of the church building and property and the undersigned florist agrees that he/she has read and that he/she will comply with and be bound by these guidelines:

1. No pews may be moved at any time. The movement of platform furniture must be under the supervision of the custodian.
 2. The floor under all candles must be fully protected from potential damage. *Any wax or damage caused by the candles is the responsibility of the florist.*
 3. Candles must be lighted by a fuse other than another candle.
 4. No nails, tacks, or wire can be used any place in the church.
 5. No aisle runners may be used.
 6. Gaffer tape only may be used to secure electrical cords.
 7. Floral arrangements must be in water-proof containers with oasis secured.
 8. The florist will consult with sound personnel regarding any lighting needs for the wedding.
 9. If the wedding is on Saturday, the florist shall furnish ample help to remove their equipment from the Sanctuary immediately following the wedding. If the wedding is on any weekday, the florist must see that their equipment is removed from the Sanctuary by 9:30 a.m. the morning following the wedding, or earlier if there is an early function scheduled for the next day. With the approval of the Building Superintendent, large greenery used for a Friday night reception may stay until Noon on Saturday; and Saturday night receptions until Noon on Monday. All other equipment should be removed immediately.
 10. Candles should be kept well away from hanging microphones. Care should be taken to avoid hitting stabilizing wires overhead when placing flowers, greenery, or candelabra.
 11. No rice or confetti is to be thrown inside or outside the church buildings. Birdseed may be used, outside only. *No bubbles are permitted.*
 12. The undersigned florist agrees and is held to be responsible for any and all damage to church property incurred by the flowers, greenery, candles and other decorations and materials used by him/her in connection with the occasion for which this permit is issued. *Said party specifically agrees to pay all costs of repairs, cleaning or other work necessary to repair such damage.*
 13. No decorations may be put on sanctuary chandeliers or on window shutters.
- Violation of any of the above guidelines may result in loss of deposit.

This permit is to be signed sixty (60) days prior to the wedding.

Florist: _____ **Date:** _____

Phone: _____ **Cell Phone:** _____

Florist's Permit for Decorating

(Please retain this copy for your files)

First Evangelical Church/735 Ridge Lake Blvd./Memphis, TN 38120/901-682-8452

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13. No decorations may be put on sanctuary chandeliers or on window shutters.

Violation of any of the above guidelines may result in loss of deposit.

This permit is to be signed sixty (60) days prior to the wedding.

Florist: _____ Date: _____

Phone: _____ Cell Phone: _____

Caterer's Permit

(Please return this copy to the Wedding Coordinator)

**First Evangelical Church
735 Ridge Lake Blvd.
Memphis, TN 38120-9484
901/682-8452**

For the Wedding Reception of: _____

Date: _____ **Reception Time:** _____

The following guidelines are for the protection of the church building and property and the undersigned caterer agrees that he/she has read and that he/she will comply with and be bound by these guidelines.

1. No furniture may be moved without the permission of the Wedding Coordinator or the Custodian.
2. The floor under all candles must be fully protected from potential damage. *Any wax or damage caused by the candles is the responsibility of the caterer.*
3. Candles must be lighted with a fuse other than another candle.
4. Alcoholic beverages may not be served or consumed on the church premises.
5. No nails, pins, tack, wire or adhesives can be used any place in the church. Gaffer tape may be used to secure electrical cords. Nothing may be secured to the walls.
6. The caterer will be responsible for furnishing all decorating and serving accessories. The church will furnish only tables and chairs for the reception.
7. No wet or damp decorations are permitted; no painting is to be done on the premises after the decorations have been placed.
8. The caterer must arrange to have the kitchen and other areas used during the reception thoroughly cleaned immediately following the reception.
9. With the approval of the Wedding Coordinator, large greenery used for a Friday night reception may stay until Noon on Saturday; Saturday night receptions until Noon on Monday. All other equipment must be removed immediately.
10. The undersigned caterer agrees and is held to be responsible for any and all damage to church property incurred by his use of decorations, food service, and refreshments in connection with the occasion for which this permission is issued. *Said caterer specifically agrees to pay all costs of repairs, cleaning, and or other expenses necessary to return the kitchen and other church premises to the same condition in which they were found.*
11. No rice or confetti is to be thrown inside or outside the church buildings. Birdseed may be used, outside only. *No bubbles are permitted.*
12. Kitchen appliances may not be used without specific permission from the Wedding Coordinator and the Kitchen Coordinator.
13. Caterer has 5 hours allowed for kitchen use.
14. Items left by caterer cannot be the responsibility of church or employees.

*This permit is to be signed and returned to the Wedding Coordinator
sixty (60) days prior to the wedding.*

Caterer: _____ **Date:** _____ **Phone:** _____

Caterer's Permit

(Please retain this copy for your files)

**First Evangelical Church
735 Ridge Lake Blvd.
Memphis, TN 38120-9484
901/682-8452**

For the Wedding Reception of: _____

Date: _____ **Reception Time:** _____

The following guidelines are for the protection of the church building and property and the undersigned caterer agrees that he/she has read and that he/she will comply with and be bound by these guidelines.

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11. No rice or confetti is to be thrown inside or outside the church buildings. Birdseed may be used, outside only. *No bubbles are permitted.*
12. Kitchen appliances may not be used without specific permission from the Wedding Coordinator and the Kitchen Coordinator.
13. Caterer has 5 hours allowed for kitchen use.
14. Items left by caterer cannot be the responsibility of church or employees.

This permit is to be signed sixty (60) days prior to the wedding.

Caterer: _____ **Date:** _____ **Phone:** _____

Videographer's Permit

(Please return this copy to the Wedding Coordinator)
First Evangelical Church
735 Ridge Lake Blvd.
Memphis, TN 38120-9484
901/682-8452

For the Wedding of: _____

Date: _____

The following guidelines are for the protection of the church building and property. The undersigned videographer agrees that he/she has read and that he/she will comply with and be bound by these guidelines.

- 1. The videographer will work under the direction of the Wedding Coordinator.**
- 2. No additional lighting is permitted.**
- 3. The "pastor in charge" will give final authority on the placement of the cameras.**

This permit is to be signed and returned to the Wedding Coordinator sixty (60) days prior to the wedding.

Videographer: _____ **Date:** _____ **Phone:** _____

Videographer's Permit

(Please retain this copy for your files)

**First Evangelical Church
735 Ridge Lake Blvd.
Memphis, TN 38120-9484
901/682-8452**

For the Wedding of: _____

Date: _____

The following guidelines are for the protection of the church building and property. The undersigned videographer agrees that he/she has read and that he/she will comply with and be bound by these guidelines.

- 1. The videographer will work under the direction of the Wedding Coordinator.**
- 2. No additional lighting is permitted.**
- 3. The "pastor in charge" will give final authority on the placement of the cameras.**

This permit is to be signed sixty (60) days prior to the wedding.

Videographer: _____ **Date:** _____ **Phone:** _____

Photographer's Permit

(Please return this copy to the Wedding Coordinator)
First Evangelical Church
735 Ridge Lake Blvd.
Memphis, TN 38120-9484
901/ 682-8452

For the Wedding of: _____

Date: _____

The following guidelines are for the protection of the church building and property and the undersigned photographer agrees that he/she has read and that he/she will comply with and be bound by these guidelines.

- 1. Flash pictures of the bride may be taken as she enters and/or leaves the sanctuary so long as they are confined to the rear of the aisles.**
- 2. No flash pictures will be permitted during the ceremony. Non-flash pictures may be taken from the balcony.**
- 3. No additional lighting is permitted.**
- 4. The photographer will work under the direction of the Wedding Coordinator.**

This permit is to be signed and returned to the Wedding Coordinator sixty (60) days prior to the wedding.

Photographer: _____ **Date:** _____ **Phone:** _____

Photographer's Permit

(Please retain this copy for your files)

First Evangelical Church
735 Ridge Lake Blvd.
Memphis, TN 38120-9484
901/ 682-8452

For the Wedding of: _____

Date: _____

The following guidelines are for the protection of the church building and property and the undersigned photographer agrees that he/she has read and that he/she will comply with and be bound by these guidelines.

- 1. Flash pictures of the bride may be taken as she enters and/or leaves the sanctuary so long as they are confined to the rear of the aisles.**
- 2. No flash pictures will be permitted during the ceremony. Non-flash pictures may be taken from the balcony.**
- 3. No additional lighting is permitted.**
- 4. The photographer will work under the direction of the Wedding Coordinator.**

This permit is to be signed sixty (60) days prior to the wedding.

Photographer: _____ **Date:** _____ **Phone:** _____

Audio/Lighting Information

For the Wedding of: _____

Date:

Recommendations and Guidelines:

First Evangelical Church has excellent audio and lighting resources available for your wedding. In order for these to be fully utilized, we would like to make the following recommendations:

- **Any sound checks should be done during the wedding rehearsal. This includes all soloists and their accompaniment, the pastor's microphone, and any other special audio requests.**
- **String ensembles do not need to be at the rehearsal. They should arrive at least one hour and fifteen minutes prior to the start of the wedding. This allows 45 minutes for set-up, tuning, and a sound check before guests arrive.**
- **If sound checks are needed on the day of your wedding, either for a string ensemble or soloists, we recommend the photographer conclude taking pictures an hour and fifteen minutes prior to the start of your wedding.**
- **Please provide your wedding coordinator with a detailed schedule of audio cues. This can be as simple as a draft of your program with notes or as complex as a complete script of the entire ceremony.**

Audio/Lighting Information:

Please fill this out as completely as possible and return a copy to your wedding coordinator. Do not forget to update your coordinator as your needs change.

Number of soloists: _____

Please Describe Their Accompaniment:

Number of Pastors Speaking: _____

String Ensemble: Yes/No

Please List the Instruments in the Ensemble:

Piano: Yes/No

Organ: Yes/No

This form is to be completed and returned to the Wedding Coordinator at the time of your meeting.

Appendix B

FEE CHART

The church makes every effort to keep expenses to a minimum. Our goal is to maintain a strict costs-only, non-profit policy. Due to such expenses as personnel, air conditioning or heating, lighting, maintenance, wear and tear etc., the church must charge fees to cover its costs. The required fees are indicated below.

Fees and all forms are due at least sixty (60) days prior to the wedding date. The Wedding Coordinator will advise as to the names of those receiving fees. Checks should be made payable directly to them (where appropriate) and given to the Wedding Coordinator for distribution at the proper time.

In the event of cancellation or postponement of the wedding, the fees will be returned, minus a \$25.00 handling charge. In addition to the following charges, there is a **\$100 refundable deposit** to ensure that the florist and caterer adhere to the permits that they have signed.

<u>Wedding and Rehearsal Charges:</u>	<u>Members</u>	<u>Non-Members</u>
Service Charge	None	\$ 200.00
Wedding Coordinator	\$ 200.00	300.00
Assistant/Custodial Fee	50.00	100.00
Sound/Light Technician	160.00	200.00
Refundable Deposit	100.00	100.00
 <u>Reception Charges:</u>		
Service Charge	\$ 200.00	\$ 300.00
*Reception Coordinator (optional)	50.00	75.00
*Sound/Light Technician (optional)	50.00	75.00
Assistant/Custodial Fee	50.00	150.00
**Kitchen Staff	125.00	250.00

**This charge is for two (2) hours only. For each additional half hour, there will be an extra charge.*

***This charge is for five (5) hours only. For each additional half hour, there will be an extra charge.*

Holiday Wedding and Rehearsal Charges (members only):

Wedding Coordinator	\$300.00
Assistant/Custodial Fee	100.00
Sound/Light Technician	300.00
Refundable Deposit	100.00

Holiday Reception Charges:

Service Charge	\$ 250.00
*Reception Coordinator (optional)	100.00
*Sound/Light Technician (optional)	100.00
Assistant/Custodial Fee	100.00
**Kitchen Staff	300.00

**This charge is for two (2) hours only. For each additional half hour, there will be an extra charge.*

***This charge is for five (5) hours only. For each additional half hour, there will be an extra charge.*

Note: The charges listed do not include an honorarium for the officiating minister or other musicians.

BEFORE SUBMITTING CHECKS, CONTACT THE WEDDING COORDINATOR FOR INFORMATION.

01/01/2009

ACKNOWLEDGEMENT

Responsible Party: _____

Phone: (H) _____

(O) _____

Wedding Date and Time: _____

Is Wedding Date considered a Holiday? _____ **yes** _____ **no**

Is the reception to be held at First Evan? _____ **yes** _____ **no**

Total Fees

Service Charge \$ _____ **Custodial Fee** \$ _____

Wedding Coordinator \$ _____ **Sound/Light Tech.** \$ _____

Reception Coordinator \$ _____ **Refundable Deposit** \$ _____

Kitchen Staff \$ _____

I acknowledge that I have read the wedding guidelines at First Evangelical Church and agree to conform to them in its entirety.

Signature: _____ **Date:** _____

***THIS FORM MUST BE SIGNED AND RETURNED TO THE WEDDING COORDINATOR
BEFORE YOUR WEDDING DATE CAN BE OFFICIALLY CONFIRMED ON THE CHURCH CALENDAR.***

Appendix C

Checklist

- Request Wedding Manual** **Date:** _____
- Submit Wedding Application for approval** **Date:** _____
(one for bride; one for groom)
- Schedule appointment with wedding pastor** **Date:** _____
- Schedule date with Wedding Coordinator**
- Meet with pastor for wedding approval** **Date:** _____
- Submit Permits 60 days before wedding date** **Date:** _____
- Submit Checks 60 days before wedding date** **Date:** _____
- Submit Music 30 days before wedding date** **Date:** _____
- Schedule Meeting with Wedding Coordinator** **Date:** _____
- Attend Meeting with Wedding Coordinator three weeks before wedding** **Date:** _____

First Evangelical Church Floral Request

Wedding of: _____

Wedding Coordinator: _____

Wedding Date: _____

Date of Sunday Services: _____

It is customary at First Evangelical Church for the bride and groom to leave the floral arrangement at the altar for the Sunday morning services. If those flowers are desired by the family, they may be picked up after 1:00 pm Sunday afternoon.

- Will be leaving the flowers for the Sunday morning services**
- Will not be leaving the flowers for the Sunday morning services**

Wording for the Sunday Bulletin (please choose one)

- **The flowers in the sanctuary are given to the Glory of God and in celebration of the marriage of Mr. and Mrs. _____.**
- **The flowers in the sanctuary are given to the Glory of God and in celebration of the marriage of Mr. and Mrs. _____.**
Mrs. _____ is the former Miss _____.
- **The flowers in the sanctuary are given to the Glory of God.**

I _____ agree to leave the altar floral arrangements for the Sunday morning service and to the wording in the Sunday morning bulletin.

Signature/Date