

Wedding Policy



first baptist | *arlington*

Glorifying GOD by
Following The JESUS Way

**300 South Center Street
Arlington, Texas 76010
Dr. Dennis Wiles, Pastor**

(817) 277-6353

Your Wedding at First Baptist Church, Arlington, Texas

This set of policies is designed for individuals who are not members of First Baptist Church. A church member is defined as one with membership at FBCA for at least three (3) months before the wedding is submitted for scheduling. Church membership is established by Profession of Faith, statement of previous Profession of Faith, or moving a membership by letter from another congregation. We are delighted to serve you and the wedding party.

Introduction

The marriage ceremony in the church is a **Christian worship service**, a very sacred moment in your life. It is one of the most holy occasions that the minister performs under the authority of the church. The same reverence should prevail at the wedding rehearsal. Both the wedding and rehearsal are religious events, much more than a social event, in which God is worshipped, and His blessings are invoked upon the two persons beginning their lives together.

Marriage is the most serious of all human contracts. It is a life-long covenant made between a man and a woman before God. Our congregation joins with the ministers and staff in praying that your marriage will be enduring, happy, fulfilling, and a testimony to others of God's faithfulness.

In keeping with these ideals, you are urged to make thorough preparations, spiritual as well as temporal. The ministers and staff of First Baptist Church, Arlington wish to assist you toward the completion of your wedding preparations to ensure your wedding in the church will be a memorable experience. The following guidelines are given to ensure that your wedding does not contradict the beliefs and policies of our church. Please read this material carefully. We thank you for cooperating with us in maintaining these standards.

Making the Reservation

- Contact the Pastor's office to request the availability for a date and time for the rehearsal and wedding.
- Wedding applications and policies may be picked up from the Pastor's office or they may be mailed to the prospective bride or groom.
- After **both** bride and groom have read the wedding policies of First Baptist Church and agree to the guidelines, the signed application and security deposit (one-half of the facility use fee) may be mailed or brought to the Pastor's office (see fee schedule, page 14). Reservations are not considered confirmed until one of the ministers of First Baptist has agreed to officiate the wedding (see "The Minister" section below).
- No dates should be announced until they have been **confirmed** on the church calendar. Wedding invitations should not be ordered or detailed arrangements made until this agreement is secure.
- The wedding coordinator will contact the bride or groom within 30 days of the wedding confirmation.
- Wedding dates **must** be on the church calendar sixty (60) days prior to the wedding. (Any exceptions will be decided based on availability of facilities, as long as it does not create a hardship on the wedding team or church staff.)
- Weddings may not be scheduled on Sundays or holidays when the buildings are closed: i.e., New Year's Day, Easter Week, Memorial Day, July 4th, Labor Day, Thanksgiving and Christmas. No weddings may be scheduled that will conflict with any special or regular service or event in the church. Guests may book wedding dates on the calendar through the Pastor's office nine (9) months prior to the wedding. *[Cancellation will result in loss of deposit.]*

The Minister

The staff ministers look forward to being of help in this significant time. We prefer that the rehearsal and wedding be officiated by a FBCA minister. The staff ministers recognize there will be times when a couple may want to ask a guest minister from another Baptist church or from other Christian traditions to assist with the ceremony and this is permissible *upon approval* by a FBCA minister. All clergy shall be vested. If you wish to have a guest minister, please indicate on the application his or her name, place of service, address, and phone number.

Premarital Conference

Each minister at FBCA performs a wedding ceremony only after a premarital counseling conference with the bride and groom. In some situations, the minister may request more than one conference.

This conference must be held at least four (4) to six (6) weeks prior to the wedding. Contact the minister's office at least two (2) months in advance of the wedding date to schedule the date of the conference. We prefer that this conference be scheduled as soon as possible after your reservation is confirmed.

The Event Coordinator

The event coordinator is responsible for managing all banquet activities and services to ensure the smooth execution of all functions and events requiring room staging and/or food services.

Services of the Event Coordinator:

- Meet with wedding coordinator and/or event contact person to discuss the amenities regarding the reception including: food, room setup, and A/V support.
- Manage and coordinate catering activities associated with planning, supervising and executing conventions, functions, and events.
- Develop and provide a banquet event order according to the requests presented by the event contact person.
- Communicate all client specifications to the appropriate operational ministries or departments. Ensure that all specifications are implemented and executed.
- Prepare event contracts and invoice of all food and/or service costs no later than fourteen (14) business days prior to the event
- Make all arrangements with FBCA kitchen manager associated with meal planning, purchasing, preparation, staging, and staffing.
- Advise and recommend to clients menu selections and room set-up.

The Wedding Coordinator

The wedding coordinator, employed by First Baptist Church, will work directly with you, the staff, and the wedding team for all weddings that take place in the Sanctuary, Chapel or Fellowship Hall.

Services of the Wedding Coordinator:

- The wedding coordinator will contact the bride within 30 days of the submission of the application, security deposit, and minister assignment.
- The wedding coordinator will discuss specific details of the wedding with the bride and/or groom.
- The wedding coordinator will walk the couple and involved parties through the wedding process.
- The wedding coordinator will act as a liaison between the church and the wedding party.
- If a wedding reception is held at FBCA, the wedding coordinator will assist in coordinating the reception.

The Wedding Team

The wedding team is made up of people in the church who give their time as a ministry to assist the couple and their families in planning a church wedding. They want to help the couple have a wedding ceremony which will be a beautiful time for families and their guests and will bring glory to Jesus Christ, the Lord of the family.

Services of the Wedding Team:

- At least two (2) persons from the wedding team will be assigned to assist the wedding party at the rehearsal and the day of the wedding.
- They will meet with the bride and groom and the wedding coordinator six (6) weeks to one (1) month prior to the wedding to finalize details of the ceremony.
- They will be available on the day of the wedding at least two (2) hours prior to the ceremony.
- For receptions outside the church, the wedding team will remain until the wedding party has left the building.

The Wedding Party Guidelines

It is the responsibility of the bride and groom to see that the following guidelines are made known to the members of the wedding party and guests:

- **It is important that members of the wedding party be on time for the rehearsal and wedding.**
- Facilities are available for the bride and bridal party to dress at the church.
- An area may also be reserved for the groom and his attendants.
- Finger foods may be served for the wedding party in the dressing areas.
- **Absolutely no alcoholic beverages are allowed on the church premises. Drunkenness will not be tolerated and is cause for the rehearsal and/or wedding to be postponed or canceled.**
- **Smoking is not permitted in the buildings.**
- If the reception is held at First Baptist Church, all food and drinks must remain in the reception area.
- **Nothing** may be thrown inside the church building.
- **Rose petals, birdseed, or bubbles may be used outside the church building as the bridal couple is leaving.**
- Hats may not be worn by men in the sanctuary or chapel as part of the ceremony.

Worship Resources

A wedding ceremony is a sacred event in the lives of two individuals. It is a ceremony in which two people ask the blessing of God upon them as they begin their lives together. It is a time of worship for all present. The fact that you have chosen to have your wedding in a church indicates your desire to have a worshipful and reverent service, with music centered in the Christian faith. The following guidelines are given to assist you in selecting the music for your wedding:

- A ceremony of marriage is a worship service where the Word of God and prayer are central.
- Words and melody of musical selections should appeal to the highest ideals of a service of worship.
- Preference should be given to biblical themes and the hymnody of the Christian faith. The text of the solos and hymns should reflect the following:
 - Commitment
 - Christian Service
 - Biblical understanding of the church as the Bride of Christ and our responsibility under that doctrine
 - Edifying and uplifting the name of the Lord
- Two or three solos are appropriate, none if desired.
- Congregational singing may be used as a part of the ceremony. However, there are Christian songs that do not express the depth and significance of Christian marriage, so be careful in making your selections.
- Themes from Broadway musicals, movie themes, and pop tunes on the radio should be avoided during the service. However, some of this type of music would be appropriate for the reception.
- Instrumental accompaniment tracks for soloists are discouraged. Often the tracks are of poor audio quality, they must be accurately cued, and volume levels vary and are inconsistent. It is most disconcerting when the CD malfunctions and/or the soloist gets lost.
- It is recommended that live instrumentalists and vocalists be used in the wedding ceremony. If music is completely on CD's, an additional fee for the AV Technician (see fee schedule, page14) will be charged.

IMPORTANT: THE ASSOCIATE MINISTER OF MUSIC AND WORSHIP MUST CONSULT WITH ALL WEDDINGS AT FIRST BAPTIST CHURCH.

An appointment must be made approximately six (6) weeks prior to the wedding to discuss and approve the musical elements to be used in the wedding. Appointments may be set up by contacting the Associate Minister of Music and Worship at (817) 276-6435 and may be made during business hours Monday-Thursday or Sunday afternoons at 3pm. The following will be covered during the consultation:

- Music consultation form: This form will be filled out and used as the primary tool for recording decisions and communicating with the wedding coordinator and the operations department.
- Service music: Will assist in selecting music for the service
- Music approval: Will approve all lyrics to songs. Please bring lyrics to the consultation.
- Sound/AV needs: Will act as liaison between all media and bride/groom. This will include submitting a separate AV request form and an explanation of fees.
- Vocalist or outside instrumentalist recommendations: Can provide for you a list of soloists or instrumentalists to contact as needed.
- Set sound check times for vocalists and instrumentalists:
 - ALL sound checks must occur either at the wedding rehearsal or ninety (90) minutes prior to the wedding ceremony.
 - The sound engineer and church pianist or organist will be available for only one of the times above—NOT BOTH. It is the responsibility of the bride and/or groom to notify any outside musicians of their rehearsal times and to coordinate pictures around these times with the wedding coordinator and photographer.

The church organist or pianist will be available for most weddings when schedule permits. It is recommended that our church organist or pianist be used for the wedding. The Associate Minister of Music and Worship will coordinate the use of our church organist or pianist. If another organist or pianist is used, the Associate Minister of Music and Worship must approve this at least six (6) weeks prior to the wedding and the guest instrumentalist(s) should schedule an appointment with the Associate Minister of Music and Worship approximately four (4) weeks prior to the wedding. Our organ requires a key to access it and knowledge of how to program it. The Associate Minister of Music and Worship will go over this with the guest instrumentalist.

Payment arrangements for all instrumentalists and vocalists not on our staff should be made with those individuals in advance of the ceremony by the bride or groom. All fees should be paid directly to those individuals prior to the wedding rehearsal.

The following are suggestions that should help couples as they anticipate music selection:

- Suggested music appropriate for pre-service music includes hymns, praise choruses or classical selections from composers such as Bach, Handel, or Franck.
- Suggested music appropriate for processional (attendants' and bride's music) includes Beethoven's *Ode to Joy*, Bach's *Jesu, Joy of Man's Desiring*, Clarke's *Trumpet Voluntary* and Purcell's *Trumpet Tune*.
- Suggested music appropriate for recessional includes Widor's *Toccata*, Beethoven's *Ode to Joy*, and Handel's *Hornpipe* from his *Water Music*.
- Suggested music appropriate for the unity candle are *The Lord's Prayer*, *A Page Is Turned*, *O Lord Most Holy*, etc. Please be careful in choosing the length for this part of the service to prevent an awkward time of standing.
- Contemporary Christian music, such as, *How Beautiful* or *I Will Be Here*, may be appropriate as well.

Vocal solos and the use of special instruments (violins, harps, etc.) are an optional part of the service. In selecting a soloist, keep in mind that this person should be competent and should have some experience performing before people, so he or she may be a contribution to rather than a distraction from the wedding service. We have many excellent soloists available and the church music associate will gladly give you suggestions and guidelines. It is helpful to have the musicians attend the wedding rehearsal, but they should arrange a practice time other than at the wedding rehearsal (possibly immediately preceding or following the wedding rehearsal).

The associate minister of music and worship will also help you place musicians on the platform according to your needs and will arrange for any music stands, stand lights, etc. Do not remove music stands or stand lights from the orchestra platform in the sanctuary. Removal of such items may be subject to additional fees.

Your wedding is a significant occasion. We wish to help you design a service that will be a positive worship experience for you and your guests and a service as meaningful to you in future years as on your wedding day. Pray with your future spouse concerning the true meaning of the ceremony. A well-planned wedding will serve as a witness and reminder to all present at the time of your commitment.

The Sound Technician

- A sound technician will be present both at the rehearsal and the ceremony according to the arranged sound check and service times.
- The music associate will contact the sound technician of all needs (e.g. microphones, music stands, etc.). This will be communicated through the AV form.
- The sound technician will make an unedited CD of the ceremony for the couple.
- NOTE: There is no sound system in the chapel. If needed, arrangements must be made at time of music consultation with the music associate.

Floral and Decorator Guidelines

Please make sure your florist is aware of these guidelines. The decorator/florist must sign and return the attached agreement (page 18) at least one (1) month before the wedding.

- The florist should contact the wedding coordinator at least **one (1) month** before the wedding to make arrangements for decorating. Set-up for decorations must begin at least three (3) hours prior to the ceremony or as agreed upon.
- Remember, photographs usually begin two (2) hours before the ceremony. Please make sure all decorating is finished and the wedding party flowers are ready.
- Florists are expected to provide their own plants and decorations for the wedding and reception. The church has equipment that may be used for the wedding. Please contact the wedding coordinator for details.
- An aisle runner may be used on the center aisle. The length of the center aisle in the sanctuary is 102 feet. There are twelve (12) pews on each side of the center aisle in the front section and thirteen (13) pews on each side in the back section.
- Real flower petals **may not** be scattered on the carpet.
- The placing of decorations must not deface the church furniture or building property.
- Ceramic candles with wax inserts, pillar candles, and votives may be used in candelabras.
- Plastic **must** be placed under candelabras to protect flooring.
- **Florists are responsible for removal of all decorations immediately following the wedding ceremony or reception.**
- **PEW CANDLES ARE ABSOLUTELY NOT PERMITTED.**
- Pew bows must be attached with elastic, rubber bands, or ribbon.
- Church custodians will be responsible for moving church furniture for the wedding ceremony and reception. Room arrangements must be discussed with the wedding coordinator at least one month before the wedding.
- Seasonal/special occasion decorations located throughout the church (e.g. Christmas, Easter, World Missions), will not be removed. Wedding decorations must be coordinated with the decorations already placed in the church.

The Reception and Rehearsal Dinner Guidelines

Church receptions may be held in the fellowship hall (100+ guests) or the parlor (30 guests).

Receptions or rehearsal dinners held in the fellowship hall may utilize one-half or all of the area.

Receptions that take place in the Fellowship Hall on Saturday evenings must be finished and out of the building no later than 7:00 p.m.

Dinner or reception catered by the church:

- Contact the event coordinator for menu selections and per person food costs at least eight (8) weeks before the wedding.
- The fellowship hall fee (see page 14) is included in the per person cost of the reception or rehearsal dinner. You will not pay the fellowship hall fee in addition to the per person cost if the required minimum number of guests is met.

Dinner or reception catered by an outside caterer:

- Contact the event coordinator **eight (8) weeks** in advance of the wedding for additional policies and procedures that may apply.
- **Wedding Cake Policy:** Wedding cakes may be delivered up to three (3) hours prior to the event and placed on the designated cake table by the delivering caterer. No long term or refrigerated storage will be provided because of damage risk. **Under no circumstances will a FBCA food service team member be allowed to move or cut a cake, nor will a team member be allowed to assist in placing a cake on a table.**

Photography Guidelines

The photographer must read, sign, and return the attached guidelines and agreement (page 20) at least one (1) month before the wedding.

- Please inform family members, guests, and the photographer that flash pictures are not permissible during the wedding ceremony. The photographer may take flash pictures of the wedding party as they start down the aisle and as they leave the sanctuary or chapel.
- Time exposures of the ceremony may be taken from the back of the sanctuary or chapel.
- Please dress appropriately for the wedding and remain as stationary as possible during the wedding ceremony.
- Pictures of the wedding party may be taken before the ceremony. Please allow ample time so that photographs are finished at least thirty (30) minutes before the ceremony begins. It is preferred that photographs of the men be taken first so they will be available for seating guests.
- Photographs may also be taken immediately after the ceremony.

Video Taping Guidelines

The videographer must read, sign, and return the attached guidelines and agreement (page 21) at least one (1) month before the wedding.

- Videotaping of the service is permitted from a stationary location at the side of the choir loft or near the back of the sanctuary.
- It is important that the videographer be dressed appropriately and remains stationary during the wedding ceremony.
- It is recommended that the videographer be present for the rehearsal to check lighting and staging area.

WEDDING FEES

A. FACILITY USE FEES

| | | |
|-------------------------------|------------------|----------------------------------------------------------------------------------------------------|
| Sanctuary (seats 1500) | Call for Pricing | (Includes use of facility, music consultation, wedding coordinator, minister and sound technician) |
| Chapel (seats 75) | Call for Pricing | (Includes use of facility, music consultation, wedding coordinator and minister) |
| ½ Fellowship Hall (seats 100) | Call for Pricing | (Includes set-up, music consultation, wedding coordinator and minister) |

B. FELLOWSHIP HALL USE FEES (A separate deposit of \$50 is required for all receptions)

| | | |
|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| ½ Fellowship Hall (seats 100) (Maximum 150 standing) | Call for Pricing | (Facility fee if using outside caterer) |
| All Fellowship Hall (seats 290) (Maximum 300 standing) | Call for Pricing | (Facility fee if using outside caterer) |
| Food Service Staff Fee | Contact event coordinator for explanation of fee. | |
| AV/ SOUND | \$15 per hour (two (2) hour minimum, time and payment to be agreed upon when contract is signed) | |
| FBC Catering for Reception or Rehearsal Dinner | Contact event coordinator for menus and per person cost. Fellowship Hall use fee is included in the per person cost. | |

C. MUSIC FEES

| | |
|--------------------------------|----------------------------------------|
| Church Organist or Pianist fee | \$200.00 (each) |
| Additional fee A/V tech | \$50.00 (if using only recorded music) |

D. DVD PowerPoint® Presentation Fee (prepared by you in advance)

| | | |
|-------------------|---------------|---------------------------------|
| Sanctuary Wedding | \$50.00 | |
| Reception | \$15 per hour | A/V technician (2 hour minimum) |
| | \$100.00 | Projector rental |

- A **deposit of one-half** of the **facility use fee** (see above schedule) will be collected at the time the wedding application is made. An additional deposit is required for receptions.
- **All wedding fees must be paid in full thirty (30) days prior to the wedding. If they are not paid at this time, the wedding coordinator will inform the bride that the church cannot honor the wedding commitment until the fees are paid in full.**
- Non-church musicians, soloists, or other persons engaged by the bride and her family should be paid directly to them at the time of the consultation or the wedding rehearsal.
- Agreement forms from the florist/decorator, photographer, and videographer should be returned at least one (1) month before the wedding.

*Minister's Fee: The groom customarily pays this fee. The amount of \$250 is included in the facility use fees above.

CHURCH INFORMATION:

PLEASE NOTE: The church offices are located in Suite 500 of the Wade Building, located across the street from the First Baptist Church. The mailing address is: 301 S. Center Street Suite 500, Arlington, TX 76010.

Office Hours: 8:30 a.m. to 5:00 p.m.--Monday through Friday

Main Number: (817) 277-6353

The following persons should be contacted in this order:

- 1. Pastor's Office: Erica Taylor (817) 276-6405**

To initiate first contact with church and staff and to secure the date and time of wedding

- 2. Event Coordinator: Dolly Lewis (817) 276-6400**

To secure dates and facilities for rehearsal dinner and/or reception

- 3. Wedding Coordinator: Debbie Bertrand (817) 944-0315**

To initiate wedding plans

- 4. Associate Minister of Music and Worship: Emily Klophaus (817) 276-6437**

To initiate wedding music and A/V details

CHECKLIST FOR BRIDE AND GROOM

This sheet is designed to help keep track of the wedding schedule.

| | |
|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> At least 60 days before wedding | Place wedding date on church calendar |
| <input type="checkbox"/> At least 2 months before wedding | Schedule premarital conference with minister |
| <input type="checkbox"/> At least 2 months before wedding | Caterer consult with event coordinator |
| <input type="checkbox"/> At least 6 weeks to one month before the wedding | Bride and/or groom will meet with wedding coordinator and wedding team members assigned to the wedding |
| <input type="checkbox"/> At least 6 weeks before wedding | Consult with music associate |
| <input type="checkbox"/> At least one month before the wedding | Submit all signed agreement forms |
| <input type="checkbox"/> At least 1 month before wedding | Submit all remaining fees |
| <input type="checkbox"/> At least 1 month before wedding | Consult event coordinator about set-up for reception or rehearsal dinner |
| <input type="checkbox"/> At least 1 month before wedding | Florist consult with wedding coordinator |

NOTES:

Floral and Decoration Guidelines and Agreement
First Baptist Church, Arlington, TX

For: _____ **on** _____
Wedding Party **Date**

Floral/Decorating Company: _____ **Phone:** _____

Wedding Coordinator: Debbie Bertrand

Phone: (817) 944-0315

Thank you for helping to make this a joyous occasion for the bride and groom. We ask that you read, sign, and return this agreement at least one (1) month prior to the wedding. If you have questions or need assistance, please call the wedding coordinator. The following guidelines are furnished so that we may work together as smoothly as possible:

- The florist must contact the wedding coordinator at least **one (1) month** before the wedding to make arrangements for decorating. Set up for decorations must begin at least three (3) hours prior to the ceremony or as agreed upon.
- Remember, photographs usually begin two (2) hours before the ceremony. Please make sure all decorating is finished and the wedding party flowers are ready.
- Florists are expected to provide their own plants and decorations for the wedding and reception. The church has equipment that may be used for the wedding. Please contact the wedding coordinator for details.
- An aisle runner may be used on the center aisle. The length of the center aisle in the sanctuary is 102 feet. There are twelve (12) pews on each side of the center aisle in the front section and thirteen (13) pews on each side in the back section.
- Real flower petals **may not** be scattered on the carpet.
- The placing of decorations must not deface the church furniture or building property.
- Ceramic candles with wax inserts, pillar candles, or votives may be used in candelabras.
- Plastic **must** be placed under candelabras to protect flooring.
- Florists are responsible for removal of all decorations immediately following the wedding ceremony or reception.
- **PEW CANDLES ARE ABSOLUTELY NOT PERMITTED.**
- Pew bows must be attached with elastic, rubber bands, or ribbon.

- Church custodians will be responsible for moving church furniture for the wedding ceremony and reception. Room arrangements must be discussed with the wedding coordinator **one (1) month** before the wedding.
- When the church is decorated for special occasions (e.g. Christmas, Easter, World Missions), wedding decorations must be coordinated with the decorations already placed in the church.

Florist

Date

Please make a copy for your records and return this signed agreement at least one (1) month before the wedding to:

**Wedding Coordinator
First Baptist Church
301 S. Center Street Suite 500
Arlington, TX 76010**

Photography Guidelines and Agreement
First Baptist Church, Arlington, TX

For: _____ **on** _____
Wedding Party **Date**

Photographer: _____ **Phone:** _____

Wedding Coordinator: Debbie Bertrand **Phone: (817) 944-0315**

Thank you for helping to make memories of this most joyous occasion. We ask that you read, sign, and return this agreement at least one (1) month before the wedding. If you have any questions, please contact the wedding coordinator. The following guidelines have been adopted to help insure a worshipful atmosphere:

- Flash pictures are not permissible during the wedding ceremony. The photographer may take flash pictures of the wedding party as they start down the aisle and as they leave the sanctuary or chapel.
- Time exposures of the ceremony may be taken from the back of the sanctuary or chapel.
- Please dress appropriately for the wedding and remain as stationary as possible during the wedding ceremony.
- Pictures of the wedding party may be taken before the ceremony. Please allow ample time so that photographs are finished at least thirty (30) minutes before the ceremony begins. It is preferred that photographs of the men be taken first so they will be available for seating guests.
- Photographs may also be taken immediately after the ceremony.

Photographer **Date**

Please make a copy for your records and return this form at least one (1) month before the wedding to:

Wedding Coordinator
First Baptist Church
301 S. Center Street Suite 500
Arlington, TX 76010

Musical Consultation Form for FBCA Weddings

Bride's Name _____ Groom's Name _____

Date and time of wedding _____

Date and time of rehearsal _____

1. How long before the service would you like prelude music to begin?

Procession:

2. How many grandmothers will be processing in?
3. Besides parents, will any other relatives process?
4. How many mothers will be processing in?
5. Will the mothers light a unity candle?
6. How many attendants?
7. Flower girls?
8. Ring bearers?

Service:

9. Will you have a unity candle?
10. How many people will be recess out?

Instrumentalists:

11. Will the church provide a pianist or organist for you at an additional fee? _____

12. Will you have instrumentalists? _____

Please list instruments and instrumental sound needs: _____

13. Will you need music stands? _____

How many? _____

14. Stand lights? _____

How many? _____

Media Needs:

15. Will we need an extra rehearsal with any outside musicians (vocalists, harpist, organist, etc.)?

If so, please check below when they will get their sound check:

_____ During the wedding rehearsal the night before

_____ Two (2) hours prior to the wedding start time

The sound engineer and church pianist/organist will be available for only one of the above times, but not for both. It is the responsibility of the bride and/or groom to notify any outside musicians of their rehearsal times and to coordinate pictures around these times with the wedding coordinator and photographer.

16. Who will need microphones?

___ Speaker How many? _____

___ Pastor How many? _____

___ Vocalist How many? _____

___ Other Please specify _____

17. Will you need a DVD/PowerPoint run for an additional fee? _____

If you have any questions at all, please don't hesitate to call me at (817) 276-6437.

You may also email me if it is more convenient at emilyk@fbca.org.

Musical Selections

Prelude Musical Selections:

Chiming of the Hour? Y N

Seating of the Family: Mothers _____

Grandmothers _____

Song of Invocation _____

Processional

Attendants _____

Bride _____

Song of Dedication _____

Lighting of the Unity Candle _____

Benediction _____

Recessional _____

Postlude _____

Song lyrics attached? _____ Approved by Music Associate? _____

Bride's Email: _____ Groom's Email: _____

I acknowledge that I have received a finalized music consultation form and have agreed upon the rehearsal and sound check times for all of the participants in my wedding. Any changes must be agreed upon in writing with the music associate and attached.

Bride's Signature: _____ Date: _____

Wedding Coordinator Signature: _____ Date: _____

Music Associate Signature: _____ Date: _____

Director of Media Signature: _____ Date: _____

Music Assistant's Signature: _____ Date: _____

*Receptions require additional form