

WEDDING PLANNING PACKET

The Wedding Application



Dr. William “Bill” Whitaker
Director of Clergy & Leadership Development
Baptist General Convention of Virginia

© Copyright WHWhitaker, II, Library of Congress, Washington, D. C., 2022.
All rights reserved. The author gives expressed written consent for this document to be used by churches as long as the author is given credit for authorship.

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. Before using, please consult your church’s attorney to ensure that this document meets your church’s needs.

INDEX



Wedding Application

The Primary Point of Contact	3
About the Bride	4
About the Groom	4
About Your Requested Wedding Activity Dates	4
About Your Requested Wedding Activity Locations	4
About Your Wedding Activity Participants	4
About Your Wedding Day	5
About Your Audio Visual Needs	6
About your Event Cars & Parking Needs	7
About Your Wedding, Rehearsal, & Reception	7
About the “Responsible Person”	8
Wedding Ceremony Set-Up & Breakdown	9
Contact Information	9
Wedding Fees & Charges	9
Signature Page	10



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: _____