



# WEDDING RESERVATION

To be completed and returned with the deposit to the Administrative Assistant to the Senior Pastor.

WEDDING DATE: \_\_\_\_\_ Time \_\_\_\_\_ Nave\_\_ Chapel\_\_ Courtyard\_\_ Chancel\_\_

REHEARSAL DATE: \_\_\_\_\_ Time \_\_\_\_\_

NAME OF BRIDE: \_\_\_\_\_  
First Middle Last

EMAIL ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_(home) \_\_\_\_\_(cell)

NAME OF GROOM: \_\_\_\_\_  
First Middle Last

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_(home) \_\_\_\_\_(cell)

MEMBER OF CHURCH STREET UMC? Bride: \_\_Yes \_\_No Groom: \_\_Yes \_\_No Family: \_\_Yes \_\_No

MINISTER(S): 1<sup>st</sup> Choice: \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_  
(See "Wedding Guidelines, page 3)

ORGANIST \_\_\_\_\_ (See "Wedding Guidelines, page 4)

RECEPTION: To be held at Church Street? \_\_Yes \_\_No If yes, use Caterer? \_\_\_\_\_

Name of Caterer \_\_\_\_\_

GUESTS: Number expected to attend wedding \_\_\_\_\_ reception (if at the church) \_\_\_\_\_

NAME OF FLORIST \_\_\_\_\_ PHONE \_\_\_\_\_

NAME OF PHOTOGRAPHER \_\_\_\_\_ PHONE \_\_\_\_\_

### STATEMENT OF CHARGES FOR WEDDING:

Send to: \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

ADDRESS AFTER MARRIAGE: \_\_\_\_\_

\_\_\_\_\_  
Bride's signature that guidelines have been read.

\_\_\_\_\_  
Approved by

\_\_\_\_\_  
Date



# GUIDELINES FOR PHOTOGRAPHERS

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***THIS MUST BE GIVEN TO THE PHOTOGRAPHER  
TO BE SIGNED AND RETURNED TO THE CHURCH PRIOR TO THE WEDDING***

## **GUIDELINES FOR PHOTOGRAPHERS**

1. Photographer is not permitted to take flash pictures during the ceremony. "During the ceremony" means any time after the pre-nuptial music begins (30 minutes prior to the service). Timed exposures from the rear balcony are permitted. After the pre-nuptial music begins, the photographer and all of his/her assistants shall be in the balcony with their equipment until the worship service is over. There shall not be any photographers taking pictures anywhere thirty minutes before the service begins.
2. The photographer, with prior approval from the Wedding Director, may take a picture of the bride and her escort immediately before they process.
3. The photographer may also call the church to make an appointment with the wedding custodian to view the lighting that will be available at the time of day of the wedding.
4. The groomsmen and/or ushers should be ready to usher forty-five (45) minutes prior to the beginning of the ceremony.
5. There shall be no photographs taken inside the altar rail or with the bride and groom or any attendants sitting on the altar rail.
6. The photographer is limited to a maximum of thirty (30) minutes for pictures in the nave or the chapel after the ceremony.
7. The photographer is not permitted to stand in the center of the aisle to make photos. However, he/she can stand in the center of the narthex and make pictures when the wedding party comes back down the aisle. The photographer should not impede the recession of the wedding party.
8. The lighting in the sanctuary will be determined by the church policy. No one should ask for the lights to be changed for his/her convenience.
9. Please see the attached definition of church layout (i.e. narthex, etc.)
10. It is the bride's responsibility to obtain the signature of the photographer to ascertain that he has read the guidelines and agrees to comply with the policies of the church.

**THIS COPY IS TO BE GIVEN TO THE PHOTOGRAPHER AND HE/SHE MUST RETURN IT TO THE CHURCH AT LEAST ONE WEEK PRIOR TO THE WEDDING.**

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Signature of the Photographer

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Signature of the Bride



# GUIDELINES FOR VIDEOGRAPHERS

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## GUIDELINES FOR VIDEOGRAPHERS

1. Video taping is allowed from the South balcony only.
2. Camera must be set up at least 1 hour before ceremony.
3. Cameraperson should be aware his presence in this area is very visible and audible, and therefore should be stationary. Failure to follow church policies or to cooperate with the Wedding Director may result in the video person being denied the opportunity to video future weddings here.

**This copy is to be given to videographers.**



## GUIDELINES FOR CATERERS

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No alcoholic beverages are to be served or allowed in any form on the premises.

Public health laws prohibit smoking in the areas where food is being prepared or served.

The Food Services Director or a designated kitchen staff person must be present.

Kitchen appliances (range or dishwasher) may be used only with the presence and under the supervision of the Food Services Director or designated person.

The following charge cover these costs:

Under 50 persons: \$45.00

50-150 persons: 60.00

Over 150 persons: 75.00

The kitchen usage fee applies only when the church's kitchen appliances or equipment is used.

Caterers must provide their own serving pieces; plates, cups, trays, tablecloths, and silver.

Tables are available in sizes:

30" x 96"

30" x 72"

30" round (2)

Arrival time should be arranged with Food Services Director.

This copy to be given to caterer.



# GUIDELINES FOR FLORISTS

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## **IMPORTANT INFORMATION**

*This copy to be given to florist.*

Church Street's sanctuary and chapel are places of beauty and dignity. Excessive floral displays and elaborate greenery are discouraged.

### **I. FLOWERS**

If flowers are desired, two one-sided arrangements are needed. These are placed, by Altar Guild members, only on the retable between the office candles and the cross. **ONLY LIVE ARRANGEMENTS AND FLOWERS MAY BE USED IN CHANCEL AREA.** NO floral arrangements can extend above the horizontal arm of the cross, the total height of arrangements should not exceed 41 inches and not more than 24 inches wide.

If the wedding is in the chapel, the height should be no higher than 26 1/2 inches tall.

If flowers are desired in the narthex, arrangements for the two tables are suitable.

### **II. CANDLES AND OTHER DECORATIONS**

No candelabra or additional decorations, other than Church Street's, are to be placed inside the chancel rail. If the bride desires additional candles within the chancel, the church has two seven-branched candelabra available for a fee of \$45.00. These are prepared by the Altar Guild and the fee covers cost of candle oil and preparation.

The Fire Marshal does not permit lighted candles in arrangements to be carried by attendants. No aisle candles are permitted. Candles may not be placed in windows or in any place that would create a fire hazard. No decorations or candles are to be used that exceed the height of the cross or that will obstruct the congregation's view of the altar, pulpit, or lectern. The organist's view of the first pew shall not be obstructed. Pew bows may be used but must be attached with string, ribbon or holders that would not mar or deface the furnishings.

### **III. PARAMENTS AND SEASONAL ADORNMENTS**

The paraments will be changed to white for weddings.

Seasonal adornments (such as the Chrismon tree) present in the sanctuary are not to be moved, disturbed or removed. The Altar Guild Wedding Coordinator will know in advance if special adornments or decorations may be in place in the sanctuary on the date of the scheduled wedding.

### **IV. ADDITIONAL GUIDELINES**

The appointments on the altar may not be moved or removed.

Chancel furnishings are not to be removed or dismantled for any reason.

No tacks, nails, screws, or other material may be used that might permanently mar, deface or otherwise damage any part of the church buildings or furnishings. Florists must not block any entrances or exits in the church building or chancel area with floral arrangements or greenery. All decorations must be removed from the building immediately after the wedding unless special arrangements have been made with the Wedding Coordinator prior to the wedding.



# WEDDING ARRANGEMENTS

(To be completed and returned to the Altar Guild Representative at least 6 weeks before the rehearsal.)

Officiating Minister \_\_\_\_\_ Date \_\_\_\_\_

Date and time of Rehearsal \_\_\_\_\_

Date and time of Wedding \_\_\_\_\_

Place: Nave \_\_\_\_\_ Chapel \_\_\_\_\_ Courtyard \_\_\_\_\_ Chancel \_\_\_\_\_

Principals: Bride \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Groom \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Maid of Honor \_\_\_\_\_

Matron of Honor \_\_\_\_\_

Bridesmaids (Shortest First - in descending order)

_____	_____
_____	_____
_____	_____
_____	_____

Flower Girl (s) \_\_\_\_\_

Best Man \_\_\_\_\_

Ushers (Shortest First - in descending order)

_____	_____
_____	_____
_____	_____
_____	_____

Ring Bearer (s) \_\_\_\_\_

Double or Single Ring Ceremony \_\_\_\_\_

Who will give the Bride away? \_\_\_\_\_

Florist \_\_\_\_\_

Soloist \_\_\_\_\_

Organist \_\_\_\_\_

Photographer \_\_\_\_\_