

Bride's Name: _____

Wedding Date: _____

Wedding Time: _____

SANCTUARY/WEDDING INFORMATION:

(Items below are available for use at no charge, except where designated)

Mark number requested below:

Eight white, wrought iron, seven-branched adjustable candelabra _____

Eight brass, seven-branched adjustable candelabra _____
(no greenery, flowers, bows, etc. allowed)

Chace candles _____
(required for use in sanctuary - \$.50 each)

Two Candlelighters (for wedding) _____

Kneeling Bench _____

Special Instructions for Sanctuary:

General Wedding Information:

Mark number requested below:

Bridal Room: Ironing Board/Iron _____

Cups, Plates, Napkins and Pitchers of Ice Water _____

Grooms Room: Cups, Plates, Napkins and Pitchers of Ice Water _____

Nursery Workers: What Hours? _____

Security Guard: Hire Two or More for Wedding/Reception _____

Amplification Technician: Required: Arrange with Paul Roberts 706.364.3551

Audio Tape Technician: Optional: Arrange with Paul Roberts robertsip@gmail.com

Bride's Name: _____

Wedding Date: _____

Wedding Time: _____

SAINT ANDREW'S HALL/RECEPTION INFORMATION:

Mark number requested below:

- Tables: Rectangular, 8 feet long _____
- Rectangular, 5 feet long _____
- Round, 8 feet in diameter _____
- Round, 5 feet in diameter _____
- Round, 3 ½ feet in diameter (for bride's cake) _____
- Marble top table & cane chair (for bride's book) *cloth optional* _____
- Cloths: Floor length tablecloths for 5 foot round tables (2) _____
- White tablecloths for 8 foot round tables _____
- White tablecloths for 8 foot rectangular tables _____
- Battenberg overlay tablecloth for bride's cake table _____
- Skirts: White skirts for 8 foot tables (13) _____
- Silver: Salad/Dessert Forks _____
- Dinner Forks _____
- Spoons _____
- Knives _____
- Silver punch bowls and ladles (4, 2 with matching trays) _____
- Silver-plated five-branch table candelabras (2 available) _____
- China/Glass: Glass punch bowl with matching tray and ladle (1) _____
- Glass punch cups (500+) _____
- Crystal goblets (300+) _____
- China coffee cups and saucers (350+) _____
- Small glass plates (500+) _____
- China dinner plates (300+) _____

All breakage costs will be the responsibility of the wedding party

Special instructions for Reception: _____

Bride's Name: _____

Rehearsal Dinner Date: _____

Groom's Name: _____

REHEARSAL DINNER INFORMATION:

Room Reserved: _____

Number attending: _____

Caterer: _____

Contact Phone: _____

Set up time on rehearsal day: _____

Tables/Cloths: Rectangular, 8 feet long _____

Rectangular, 5 feet long _____

Round, 8 feet in diameter _____

Round, 8 feet in diameter _____

Skirts: White Skirts for 8 feet long tables _____

China/Glass: Glass punch bowl with matching tray and ladle (1) _____

Glass punch cups (500+) _____

Crystal goblets (300+) _____

China coffee cups and saucers (350+) _____

Small glass plates (500+) _____

China dinner plates (300+) _____

All breakage costs will be the responsibility of the wedding party

Services Rendered: Totals

***Sextons:**

Rehearsal Dinner (\$13.50 each per hour) _____ # Sextons x _____ Hours x \$13.50 = \$ _____

***Maids:**

Rehearsal Dinner (\$13.50 each per hour) _____ # Maids x _____ Hours x \$13.50 = \$ _____

**Maids/Sextons rates are \$20.00 per hour over 8 hours or after 12:00am*

***Nursery: (Minimum of two workers required)**

Rehearsal Dinner (\$10.00 each per hour) _____ # Workers x _____ Hours x \$10.00 = \$ _____

**3 hour minimum*

Tablecloth Cleaning: _____ # Cloths x _____ x \$5.00 each = \$ _____

Tablecloth Cleaning Non Members: _____ # Cloths x _____ x \$7.00 each = \$ _____

Additional Costs: (room rental, etc.) _____ = \$ _____

St. Andrew's Hall: Members \$175.00 Non Members \$400.00

Geneva Room: Members & Non Members \$50.00

Set up for more than 10 tables: Members & Non Members \$100.00

Total Due _____ \$ _____

Bride's Name: _____

Wedding Date: _____

Wedding Estimates and Final Costs:

Wages: (3 hr min)

Sextons/Maids = \$13.50 per hour – up to 8 hrs. or before 12:00am

Sextons/Maids = \$20.00 per hour – after 8 hrs. or 12:00am

				Estimate	Actual
Sexton	est. hrs ()	Total Hours _____	x \$13.50		
	est. hrs ()	Total Hours _____	x \$20.00		
Sexton	est. hrs ()	Total Hours _____	x \$13.50		
	est. hrs ()	Total Hours _____	x \$20.00		
Sexton	est. hrs ()	Total Hours _____	x \$13.50		
	est. hrs ()	Total Hours _____	x \$20.00		
Sexton	est. hrs ()	Total Hours _____	x \$13.50		
	est. hrs ()	Total Hours _____	x \$20.00		
Maid	est. hrs ()	Total Hours _____	x \$13.50		
	est. hrs ()	Total Hours _____	x \$20.00		
Maid	est. hrs ()	Total Hours _____	x \$13.50		
	est. hrs ()	Total Hours _____	x \$20.00		
Nursery	est. hrs ()	Total Hours _____	x \$10.00		
Nursery	est. hrs ()	Total Hours _____	x \$10.00		
Candles	# of candles	_____	x \$.50		
Tablecloths	# of cloths	_____	x \$ 5.00		
Skirts	# of skirts	_____	x \$ 5.00		
Tablecloths (non members)	# of cloths	_____	x \$ 5.00		
Sanctuary Base Fee – Members			\$ 600.00		
Sanctuary Base Fee – Non- Members			\$ 800.00		
St. Andrew's Hall – Members			\$ 175.00		
St. Andrew's Hall – Non-Members			\$ 400.00		
Geneva Room – Members & Non Members			\$ 50.00		
Set up fee for more than 10 tables (receptions)			\$ 100.00		
Total Estimated Costs					
Total Actual Costs					
Total Due					

Bride's Name: _____

Wedding Date: _____

Wedding Information Sheets:

Florist: _____

Contact Person: _____

Phone: _____

Set Up Time on Wedding Day: _____

Special Instructions: _____

Caterer: _____

Contact Person: _____

Phone: _____

Set Up Time on Wedding Day: _____

Special Instructions: _____

Videographer: _____

Contact Person: _____

Phone: _____

Set Up Time on Wedding Day: _____

Special Instructions: _____

Photographer: _____

Contact Person: _____

Phone: _____

Set Up Time on Wedding Day: _____

Special Instructions: _____

Director: _____

Phone: _____

Number of guests you are planning for: _____

Additional Information: _____



MEMORANDUM TO: WEDDING FLORIST

Name of Florist _____ Phone Number _____

Street Address _____ City, Zip _____

WEDDING DATE: _____

NAME OF BRIDE: _____

NAME OF GROOM: _____

TIME OF DECORATING: _____

We welcome you to our church for this upcoming wedding. We want to do all we can to assist you in your efforts to provide the finest service for the couple and their families. The decorations and flowers should enhance the ceremony and the church and not be unbecoming to God's House. The following instructions pertaining to decorations and flowers are for your information. Strict adherence to these instructions is requested or denial of the use of the church facilities may be given in the future.

1. Normally, decorations are handled by a professional florist. No tacks, nails, glue or tape may be used to fasten any decorations to the furniture or building. No decorations are allowed in the choir loft. Covered wire should be used in attaching decorations to the choir rail.
2. The baptismal font, communion table and chairs are to be moved to specified locations by church sextons.
3. Non-drip candles are required. Extra floor protection squares must be placed underneath candelabra. Nothing may be placed on the brass candelabra.
4. Special care should be taken to see that the decorations and flowers do not hide nor obscure the Christian symbols which are part of the place of worship.
5. All decorations and flowers shall be removed immediately following the wedding service. We are not responsible for anything left behind.
6. Any use of the communion table must be cleared with proper, prior permission.
7. Holiday weddings: If a wedding is set near a holiday any sanctuary decorations not to be removed. This includes all holiday flowers which may be in the sanctuary.
8. None of the church's floral arrangements or plants may be moved. Please do not request to borrow any floral arrangements or plants.

Please inspect our premises before installing your needed decorative accoutrements and floral arrangements. Call to the attention of our sexton any questionable defect(s). If damage occurs by your installation of any items, we will make repairs at your expense.

The stipulations enumerated above are agreed to by the undersigned, who is authorized to act for the above-stated florist establishment.

The Wedding Party is responsible for payment to the florist for services rendered.

Signature of Florist _____ Date _____



MEMORANDUM TO: WEDDING CATERER

Name of Caterer

Phone Number

Street Address

City, Zip

WEDDING DATE: _____

NAME OF BRIDE: _____

NAME OF GROOM: _____

We welcome you to our church for this upcoming wedding. We want to do all we can to assist you in your efforts to provide the finest service for the couple and their families. It is the caterer's responsibility in supplying the needed services for the wedding reception to leave the church's facilities in the same good order in which they are found.

One of the church's maids will assist you and your staff during your time in our facilities. The charges for her services will be the responsibility of the bride and groom.

Items such as: tablecloths, tableware, glasses, cups, serving ware, dishes, utensils, pots, pans bowls, etc. are available upon request.

Anything you bring to use is to be removed from the church facilities during the allotted time of the activity you are catering. We are not responsible for items left behind.

No alcoholic beverage may be used for receptions and/or rehearsal dinners at the church. Punch should contain no Kool Aid or food coloring of any kind. These are the two things that are not removable from carpets. It is to be understood that in the event that church property is damaged, the church will replace or repair such articles and bill the wedding party. It is the caterer's responsibility if damage occurs.

The stipulations enumerated above are agreed to by the undersigned, who is authorized to act for the above stated catering establishment.

The Wedding party is responsible for payment to the caterer for services rendered.

Signature of Caterer

Date



MEMORANDUM TO: WEDDING VIDEOGRAPHER

Name of Videographer

Phone Number

Street Address

City, Zip

WEDDING DATE: _____

NAME OF BRIDE: _____

NAME OF GROOM: _____

We welcome you to our church for this upcoming wedding. We want to do all we can to assist you in your efforts to provide the finest service for the couple and their families.

Video taping is allowed only from the balcony and by remote from a corner of the choir loft.

We shall appreciate your full cooperation in this matter. If you have any further questions or if we can be of help to you in any way, please let us know.

The stipulations enumerated above are agreed to by the undersigned, who is authorized to act for the above-stated videography establishment.

The Wedding party is responsible for payment to the videographer for services rendered.

Signature of Videographer

Date



MEMORANDUM TO: WEDDING PHOTOGRAPHER

Name of Photographer Phone Number

Street Address City, Zip

WEDDING DATE: _____

NAME OF BRIDE: _____

NAME OF GROOM: _____

We welcome you to our church for this upcoming wedding. We want to do all we can to assist you in your efforts to provide the finest service for the couple and their families.

Flash photography is not permissible in the sanctuary during the ceremony. We ask that there be only one pre-set photograph taken during the service itself (without the use of a flash) from the balcony or the rear of the sanctuary. The moving of equipment and the clicking and snapping of photographs is quite disruptive during the ceremony. Photographs may be taken during the recessional from the narthex. We shall plan to take as much time as necessary following the wedding ceremony to re-stage various parts of the service for photographs.

If photographs of the Bride and Groom are desired following the ceremony, the pastor's photographs with the Bride and Groom must be taken first.

We shall appreciate your full cooperation in this matter. If you have any further questions or if we can be of help to you in any way, please let us know.

The stipulations enumerated above are agreed to by the undersigned, who is authorized to act for the above-stated photographic establishment.

The Wedding party is responsible for payment to the photographer for services rendered.

Signature of Photographer Date

WEDDING AUDIO SUPPORT REQUEST

Bride's Name _____ Phone Number _____

Wedding Date _____ Rehearsal Date _____

Wedding Time _____ Rehearsal Time _____

Sanctuary Amplification \$100.00* (1 operator) *Required*

Audio CD Recording \$100.00* (1 operator) *Optional*

People requiring microphones:

Pastor 1 (name) _____ Location _____

Pastor 2 (name) _____ Location _____

Vocalist 1 (name) _____ Location _____

Vocalist 2 (name) _____ Location _____

Vocalist 3 (name) _____ Location _____

Instrumentalist 1 (name) _____ Location _____

Instrumentalist 2 (name) _____ Location _____

Instrumentalist 3 (name) _____ Location _____

Other (describe) _____ Location _____

Comments _____

To the Bride: Please fill in the information above to the best of your knowledge. Then contact Paul Roberts to discuss details. An authorized audio operator will be selected who will call you to arrange for any regular or special needs you may have.

* Note 1: \$100 is the operator honorarium for a typical audio configuration. In addition to the permanent microphones at the pulpits, this may include providing 1 or 2 wireless microphones for pastors, 1 or 2 for singers, and 1 or 2 for instrumentalists. The operator will set up and check out the audio equipment on the wedding day and be available for an audio system check 60 minutes before the wedding (30 minutes before the prelude). After the wedding, the operator will be responsible to return the audio equipment to storage. If a recording of the service is requested, the complete wedding will be mixed in realtime (during the wedding), and a single CD will be provided within an hour after the wedding.

Additional requirements in terms of audio equipment, recording edit/master/reproduction, and operator time may be negotiated and may require a larger honorarium.

Note 2: It is important for the bride to keep the wedding director abreast of planned locations for the wedding musicians.

Note 3: As a general rule, pre-recorded audio or video material is not permitted in the wedding service.

Please contact Paul Roberts at robertsip@gmail.com or 706.364.3551 for further information.