



Dear Engaged Couple,

Congratulations on your upcoming wedding! Next to receiving Jesus Christ as your personal Savior, this is the most important decision of your life. For this reason you can know that we are praying for you as you move forward to the wedding and prepare to spend the rest of your lives together.

It is a blessing and a privilege to offer you our support. Because this is *your* special day, we have created this wedding manual to assist you in your planning. The manual is designed to help you think of everything you want to remember without being stressed out. Being able to consider all your options now will assure you a more relaxed wedding day and a smoother wedding ceremony. We want the ceremony to be a true reflection of *your* desires.

We believe a key to successful marriage is premarital counseling. This counseling is available through our Foundations for Marriage Seminar, or by the pastor who performs your wedding. It is designed to help you lay the groundwork for meaningful communication and understanding. Because of our commitment to God's Word, the focus of this seminar is on His guidance concerning building your home on His truth. If your pastor prefers to do the premarital counseling himself or in addition to the Foundations for Marriage Seminar, we encourage you to follow his recommendation.

May our loving heavenly Father continue to show Himself strong on your behalf as you make your commitment to this sacred relationship.

Sincerely,

Dr. Taylor Gardner
Associate Pastor of Care Ministries
Stonebriar Community Church

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Stonebriar Community Church

4801 Legendary Drive Frisco, TX 75034 469-252-5200
www.stonebriar.org

Guidelines Governing Weddings and Receptions at Stonebriar Community Church

Please review Stonebriar's wedding policies and fees. You may also access this information online at www.stonebriar.org. On our homepage enter the word "wedding" in the search box and our wedding policies are the first document listed.

Congratulations! We are honored you have chosen Stonebriar Community Church for your upcoming wedding. Your wedding is a sacred, worship-filled occasion. Everything planned as part of the service should be with this objective in mind and in accordance with the doctrines, beliefs, and regular worship practices of Stonebriar Community Church (SCC). Your wedding will be most meaningful to you, your family, and friends when you have planned carefully.

The following guidelines will help put order to your plans. PLEASE READ THEM CAREFULLY. We have outlined them in seven steps to help simplify your planning. You will find a section on general information that provides additional details, a section of required forms, and a Frequently Asked Questions (FAQ) page for quick reference.

Again, please read the guidelines carefully. It is important that you have a clear understanding of the contents.

A Seven Step Plan to Help Simplify Your Wedding at Stonebriar Community Church

Step #1

Find out if your preferred dates are available.

Call Marge at 469-252-5219 to check on available wedding dates. It may help to have several date options in mind. Because of the many church activities, your first option may not be available.

The church is not available for weddings during these times:

- Sundays
- New Year's Day
- Palm Sunday weekend through Easter Sunday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving weekend
- The entire month of December
- Christmas Eve and Christmas Day

Marge will review the church calendar and submit your dates for approval from the ministry staff. Considering all the ministries we must contact for date approval, please allow up to two weeks for this process.

Once your date has been approved, Marge will contact you by phone with the confirmed date.

Step #2

Meet with your assigned Stonebriar Wedding Coordinator.

After you receive verbal phone confirmation from Marge, you will be contacted by one of our Wedding Coordinators to schedule a time to meet and discuss details relating to your ceremony at Stonebriar.

The first Meeting with your Wedding Coordinator will include:

- Reviewing the Stonebriar Wedding Policies and Fees (and signing the statement that you have received, read, and agree to our policies)
- Making the security deposit payment (\$250)
- Discussing video/audio/technical needs
- Answering any questions you may have and addressing any special needs concerning your wedding day
- Reviewing the church items that are available for use during your wedding

Step #3

Select and contact the Stonebriar pastor you prefer to perform your ceremony.

Following your date approval and appointment with your Wedding Coordinator, a meeting must be arranged with the Stonebriar pastor who will be performing your ceremony. It is your responsibility to schedule this appointment through his office. Because it is important to us to help build Christian based homes, the Stonebriar pastor will require a period of mandatory counseling with the bride and groom. The counseling may be in the form of our Foundations for Marriage course and/or through private counseling with the officiating pastor. This counseling will be at the sole discretion of your officiating pastor.

Guest Pastors

We welcome pastors other than those at SCC; however, they must be approved in advance. Only ordained ministers of like faith and practice will be permitted to perform wedding ceremonies at Stonebriar Community Church. To request a non-SCC pastor, please complete the **Guest Pastor Request** form and give it to your Wedding Coordinator.

Step #4

Select and contact your musicians.

The music you choose for your wedding is a very important part of your special day and should reflect the spiritual nature of the occasion. Only sacred music, contemporary Christian selections, or music from the classics will be permitted prior to and during the wedding ceremony.

Clear your musical selections with the officiating pastor. Because a Christian wedding is deemed sacred, some music selections may not be viewed as appropriate.

If you need assistance in the selection of vocalists and other musicians, your coordinator will be able to guide you. If you choose a piece of music the church does not have on file, you are responsible for obtaining the sheet music.

Complete the **Wedding Music Information form** and submit it to the Wedding Coordinator at least four weeks prior to your wedding date.

Microphone(s) will be provided for the vocalist, and the SCC sound engineer will do a sound check one hour prior to the beginning of the ceremony.

The musicians who will take part in your wedding may or may not attend the rehearsal. You may request the instrumentalists or vocalist to be present; however, there will be an increase in the fees for such a request. The rehearsal is for the wedding party to know where to stand and move, etc. The musicians may practice separately at another time.

Step #5

Complete the following forms (at least four weeks before ceremony):

- ❖ **Wedding Coordinator's Worksheet**
- ❖ **Suggested Order of Service**
- ❖ **Wedding Music Information**

Have the following forms completed and signed by your wedding vendors (at least four weeks before ceremony):

- ❖ **Signed Policy Agreement for Florists**
- ❖ **Signed Policy Agreement for Photographer**
- ❖ **Signed Policy Agreement for Videographer**
- ❖ **Signed Policy Agreement for Caterer**

Step #6

Meet a second time with your Wedding Coordinator (usually no later than four weeks before the ceremony).

During this meeting the final decisions will come together in a nicely laid out plan for your wedding day. You and your Wedding Coordinator will confirm all the decorating, ceremony, and reception details. You are required to bring all of the completed and signed forms listed in Step #5 to this meeting.

Step #7

Make final payment.

Two weeks prior to the wedding date payment for use of Stonebriar facilities is due. Please give payment to your Wedding Coordinator.

General Guidelines and Information For Weddings at Stonebriar Community Church

- ❖ **Scheduling:** All weddings are scheduled through Resource Ministries and should be scheduled at least two months in advance.
- ❖ **No Holiday Weddings:** Due to seasonal demands on the church facilities, wedding rehearsals, wedding ceremonies, or wedding receptions will not be scheduled on the following holidays:
 - Sundays
 - New Year's Day
 - Palm Sunday weekend through Easter Sunday
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving weekend
 - The entire month of December
 - Christmas Eve and Christmas Day
- ❖ Wedding ceremonies and wedding rehearsals will not be scheduled on Sundays or at times that will conflict with church services or special church events.
- ❖ **Reserving the Facilities:** The bride, groom, or their parents may schedule the Worship Center or reception area up to nine months in advance. Non-members are permitted to schedule the Worship Center up to six months in advance. To qualify for booking the facilities as a member, you must have been on the church roll for a minimum of three months. The bride, groom, or their parents may book the facilities.
- ❖ **Security/Damage Deposit:** The security/ damage deposit is \$250. It is required after your date has been approved during your first meeting with your Wedding Coordinator. This deposit secures your date and also is used as a retainer for any damages that may occur as a result of any actions by you or any participants in your wedding. This deposit is refundable and will be mailed to you within 30 days after your wedding date once it has been determined there has not been any damage to the church, furniture, or any equipment you may use.
- ❖ **Time Allotment:** Weddings and receptions will be allotted two hours before and two hours after the scheduled wedding hour (three hours after if there is a reception) to complete all activities, including clean up and removal of all personal items and vendor's equipment and supplies. Weddings in the Worship Center may be scheduled between 11 a.m. and

2 p.m. on Saturdays and 6 p.m. and 8 p.m. on Fridays. There are no time restrictions for weddings scheduled in the Atrium.

- ❖ **Marriage Preparation:** SCC provides a variety of marriage preparation services for engaged couples. Please consult with your officiating Pastor about his requirements for marriage. SCC highly recommends that all engaged couples attend *Foundations for Marriage*, a Stonebriar program that is rooted in a solemn and abiding commitment for the sacredness of a Christian marriage. This program includes Couple Relationship Profile, Foundations for Marriage Course, and Marriage Mentors. Personal counseling is available to couples who desire more guidance or discussion. Appointments may be made through Care Ministries.
- ❖ **SCC Wedding Coordinator:** All weddings at Stonebriar require the services of one of our wedding coordinators. As soon as you receive confirmation of your wedding date, your wedding coordinator will contact you to set up a meeting. She will meet with you to answer questions regarding your wedding plans. Your SCC wedding coordinator is aware of the church's policies concerning the use of candles, appropriate music, photography, style of ceremony, and all of the facilities and equipment available for the wedding. She is responsible for conducting the rehearsal; directing and coordinating the wedding ceremony; guiding ushers; seating parents and family on time; cueing the music, pastor, and the wedding party for entrances; and inspecting the facilities to ensure that all areas are properly cleaned and items used are put away.
- ❖ **Music:** Only sacred music, contemporary Christian selections, or music from the classics will be permitted prior to and during the wedding ceremony. Clear your musical selections with the officiating pastor. Your wedding coordinator can assist you in the selection of vocalists and other musicians. Complete the Wedding Music Information form and submit it to the wedding coordinator at least four weeks prior to your wedding date. It is not necessary for musicians to attend the rehearsal, and they may charge extra to do so. The rehearsal is for the wedding party to know where to stand and move, etc. The musicians may practice separately at another time. The SCC sound engineer will do a sound check one hour prior to the beginning of the ceremony.
- ❖ **Bride and Groom Rooms:** Stonebriar has a room (with a restroom) for the bride and her party. The groom and groomsmen gather on the opposite side of the church in a prayer room. It is suggested that the men arrive already dressed for the ceremony.
- ❖ **Wedding Attire:** While weddings are joyous celebrations, they are also worshipful and sacred. The staff of Stonebriar requests that the bride and wedding party select attire that is appropriate and tasteful for the

wedding rehearsal and wedding ceremony. All parties involved in the wedding, including vendors and guests, should abide by the guidelines pertaining to conduct outlined in these policies.

- ❖ **Communion:** If communion is to be a part of your wedding ceremony, it will normally be served to the bride and groom only. If you wish to have it served to all guests, it must be approved by your pastor.
- ❖ **Vendor Requirements:** All vendors (florist, photographer, videographer, and caterer) are required to carefully read the guidelines set forth for them and sign a copy stating they have read the guidelines and understand how they apply to their industry. Check our **Vendor Guidelines and Agreement Forms section**.
- ❖ **Receptions:** Our Atrium area serves as our reception/fellowship hall. Its capacity is approximately 400 people and makes a very nice area for a simple cake and finger foods reception. SCC provides tables, chairs, easels, candelabras, coffee urns, and dishes are available for your use. Consult with your wedding coordinator for more details.
- ❖ **Alcoholic Beverages:** Alcoholic beverages of any kind are not allowed anywhere on the church property, including parking lots, dressing rooms, etc. Any member(s) of the wedding party found to be under the influence of alcohol or drugs will be removed from the church property. Smoking is not permitted anywhere in the church building, including restrooms and dressing rooms.
- ❖ **Lost or Stolen Items:** Stonebriar Community Church is not responsible for items lost, stolen, or damaged. Please secure all valuables during the wedding and reception.
- ❖ **Damages:** The bride and groom are responsible for any damage to floors, carpets, furniture, etc., and for ensuring the facilities are cleared after the wedding and reception of all personal items and vendors' equipment and supplies. It is your responsibility to see that all vendors receive and sign the appropriate forms and are aware of our policies.
- ❖ **Childcare:** Childcare is not provided for wedding rehearsals, wedding ceremonies, or wedding receptions.

FAQs

Q. Do I have to be a member to have my wedding at Stonebriar?

A. Both members and non-members may schedule weddings at Stonebriar. To qualify for booking the facilities as a member, you must have been a member of the church a minimum of three months prior to submitting a request for a wedding date. The bride, groom, and/or parents of the bride or groom may book the facilities for a wedding.

Q. Is there a price break for Stonebriar members and their families for weddings at Stonebriar?

A. Yes, there is a price break for members of Stonebriar. See our **Wedding Fees** page. Priority will be given to members and children of members of Stonebriar. For wedding purposes, membership of the prospective bride, groom, and/or parents should include regular participation in the activities of SCC for at least three months prior to the wedding date.

Q. How much does it cost to have a wedding at Stonebriar?

A. For information on pricing, please see our **Wedding Fees** schedule. Fees differ according to the location of your ceremony and size of your guest list. The fees include:

- A wedding coordinator who will organize and facilitate your wedding rehearsal and ceremony
- Facilities for your wedding rehearsal
- Facilities for your wedding ceremony
- Facilities for your reception (if taking place at Stonebriar)
- Tables and chairs
- Wedding accessories such as candelabras, votives, vases, punch bowls, serving pieces, etc.
- Lighting and sound technician
- Facilities personnel for setting up and cleaning before and after your wedding
- Utilities
- Kitchen supervisor (if having catering for your reception)

Q. How do I schedule a wedding at Stonebriar?

A. Call Marge at 469-252-5219 to check on available wedding dates. It may help to have several date options in mind. Due to the many church activities your first option may not be available. Our assistant in Care Ministries will review the church calendar and submit your dates for approval from the ministry staff. Considering all the ministries we must contact for date approval, please allow up to two weeks for this process. Once your date has been approved, the Care Ministries assistant will contact you by phone with the confirmed date.

Q. When do weddings take place at Stonebriar?

A. Weddings are scheduled in the Worship Center at the following times:

- Between 11 a.m. and 2 p.m. on Saturdays (church must be cleared of all items by 5 p.m.)
- Between 6 p.m. and 8 p.m. on Fridays

- Weddings scheduled in the Atrium have no time restrictions

The wedding rehearsals usually occur the day before your wedding. Weddings are not scheduled on Sundays, during church-wide events, or on holiday weekends.

Q. Can I have a minister who is not on the Stonebriar staff perform my ceremony?

A. We do permit ministers who are not on the staff to officiate wedding ceremonies. All outside ministers must be ordained ministers of like faith and practice. To request a non-SCC pastor, please complete the **Guest Pastor Request** form and give it to your wedding coordinator.

Q. Must I use the SCC Wedding Coordinator?

A. Yes, all weddings scheduled at Stonebriar Community Church require the services of one of our wedding coordinators. You may use an outside wedding coordinator for planning, but the SCC wedding coordinator must be involved with the entire use of our facilities.

Q. What is the seating capacity of the Worship Center?

A. Approximately 3,000, but with the right lighting it is beautiful for much smaller ceremonies as well.

Q. Is there a place for a smaller wedding?

A. Yes, our Prayer Room is very intimate and can seat up to 50 people. We also have room 241-242 that can seat approximately 150.

Q. Do you accept credit cards for payment?

A. No.

Q. When is the final payment due?

A. The final payment for wedding fees is due two weeks prior to the wedding date. The wedding coordinator will provide you with an itemized statement of your account. Please give payments to your wedding coordinator.

Q. Can I decorate anyway I want?

A. The wedding coordinator must approve all decorations for weddings and receptions. We try to accommodate your wishes as best we can.

Q. Can I have my reception at Stonebriar?

A. Yes, our Atrium is our current reception/fellowship hall and offers a very nice atmosphere for wedding receptions of 400 or less. Because of limited space we cannot do receptions larger than 400 people. Receptions should be limited to finger foods, cake, punch and coffee, as we are not equipped to do full dinners. You must provide your own caterer.

Stonebriar Community Church Wedding Fees

All Stonebriar Community Church wedding fees are listed below.

	<u>Member</u>	<u>Nonmember</u>
I. RESERVATION FEE/SECURITY DEPOSIT (Refundable if policies and procedures are followed—paid to SCC)	\$250	\$250
II. FOUNDATIONS FOR MARRIAGE (Premarital course—paid to SCC (See Guide))	\$ 75	\$ 75
III. FACILITIES USAGE <i>(Required—paid to SCC)</i>		
A. Worship Center	\$100	\$200
B. Prayer Room—Guest Center	\$ 50	\$100
C. Reception—Atrium, first or second floor (The reception may be scheduled in a classroom according to availability)	\$100	\$125
IV. PERSONNEL (These payments are made directly to the individual)		
A. Wedding Coordinator (Required—includes all services to facilitate your wedding at the church) Wedding Coordinator—Reception \$200 \$250	\$300	\$350
B. Sound/Lighting Technicians (Includes wedding rehearsal and one hour prior to and during the wedding ceremony)	\$150	\$150
Sound/Lighting Technicians (Includes one hour prior to and only during wedding ceremony)	\$100	\$100
C. Custodial Fee (Required)	\$300	\$300
Custodial Fee with Wedding & Reception	\$400	\$400
D. Organist/Pianist (Worship Center wedding requires the use of an SCC organist or a guest organist who has been approved by SCC Worship Ministries)	\$150	\$150
E. Pastoral Honorarium (This fee is paid to the pastor, not to the church. Guest pastors may perform the ceremony; however, the SCC ministries must approve them.)	(Suggested \$150 to \$300)	

	<u>Member</u>	<u>Nonmember</u>
V. OPTIONAL SERVICES		
A. Vocalist (wedding only—one song) (If you wish to use an SCC vocalist, your wedding coordinator has a list of available vocalists.)	\$50	\$50
B. Vocalist (wedding only—two to three songs)	\$75	\$75
C. Vocalist (rehearsal) (This fee is assessed only if you wish the vocalist to attend the rehearsal.)	\$25	\$25
D. Organist/Pianist (rehearsal) (This fee is assessed only if you wish the organist/pianist to attend the rehearsal.)	\$50	\$50
E. Kitchen Supervisor (When using the church dishes, the Kitchen Supervisor will receive a fee of \$1/per dish.)	\$50	\$50

You will receive an itemized statement of your account from your Wedding Coordinator. Payment for SCC facilities use is due two weeks prior to the wedding date. Make check payable to Stonebriar Community Church.

Individual checks for personnel fees (Wedding Coordinator, sound/lighting technician, custodian, organist/pianist, vocalists, kitchen supervisor, and honorarium to the pastor) must be delivered to the Wedding Coordinator at the rehearsal. Please make the checks payable to the person performing the service. Enclose these payments in individual envelopes and bring them to the wedding rehearsal, along with your marriage license and give them to the Wedding Coordinator. The checks will be distributed for you on your wedding day. These fees are not tax deductible.



North

Lebanon Road

Stonebriar
COMMUNITY CHURCH



Legendary Drive

John Hickman

Parkwood Blvd.

Preston Road / SH 289

Hwy. 121

Dallas North Tollway

In Conclusion

We are happy you have chosen Stonebriar Community Church as the location for your wedding ceremony. If you have any questions regarding the policies or facilities, please call Marge Ditka at 469-252-5219.

Please be sure you have completed the Request for Wedding Reservation form (Appendix A) requesting SCC facilities. Please give this to the Wedding Coordinator at your first meeting, along with the \$250 reservation fee/security deposit.

You will receive a confirmation of the rehearsal and wedding times *following receipt of your application and \$250 deposit*. You will then be assigned a Wedding Coordinator who will assist you with your wedding plans. This deposit is refundable within 30 days following the wedding if all conditions are met according to policy.

If it becomes necessary to cancel the date reserved for your wedding ceremony, the \$250 deposit is refundable upon written request up to 60 days prior to requested date. Please send your written request to:

Stonebriar Community Church
Attn: Marge Ditka
4801 Legendary Drive
Frisco, TX 75034

The SCC Locator Map (previous page) may be used in various ways to assist your wedding party. We suggest that you mail a copy of this map to the wedding party with a reminder of the rehearsal date, time, and location. This will be useful for guests who may not be familiar with Frisco or SCC. The map may be reduced and printed on paper that matches your wedding invitation. It can be enclosed with the invitation or sent separately to guests needing directions.

To assist you in keeping track of all the last minute details, please carefully review the Bride's Checklist.

Stonebriar Community Church
Request for Wedding Reservation

Bride (full name): _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: () _____ Work Phone: () _____

Cell Phone: () _____ E-Mail: () _____

Number of Previous Marriages: () Children: _____ Ages: _____

Do both parents approve? _____

Reason for divorce (s) (please use attached sheet): _____

Member of Stonebriar Community Church since: _____

Bride's Parents: _____ Address: _____

Home Phone: () _____ Church Membership: _____

Groom (full name): _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: () _____ Work Phone: () _____

Cell Phone: () _____ E-Mail: () _____

Number of Previous Marriages: () Children: _____ Ages: _____

Do both parents approve? _____

Reason for divorce (s) (please use attached sheet): _____

Member of Stonebriar Community Church since: _____

Groom's Parents: _____ Address: _____

Home Phone: () _____ Church Membership: _____

Wedding Date: First Choice: _____ Time: _____

Second Choice: _____ Time: _____

Rehearsal: Date: _____ Time: _____

Estimated number of guests attending: _____

Foundations for Marriage — Have attended? () Yes () No When _____

Will attend: When _____

SCC Facilities Needed:

Wedding Ceremony: () Worship Center () Atrium () Classroom (Room # _____)

Reception Site: () Classroom (Room # _____) () Atrium () Away from church

SCC Kitchen: () Yes () No

Pastor: I would like the following Stonebriar Community Church pastor to perform our ceremony:

First Choice: _____

Second Choice: _____

Guest Pastor: Must be an ordained minister of the Gospel to perform your ceremony at SCC and be approved by the SCC ministries. Please complete the Guest Pastor Request form (Appendix D) and submit to Wedding Coordinator. **Pastor Name and Church:** _____

Organist: _____ **Pianist:** _____

Florist: _____ **Caterer:** _____

Photographer: _____ **Videographer:** _____

We have read and understand the policies concerning weddings held at Stonebriar Community Church and we agree to follow these policies as stated herein. We will do our utmost to see that members of our wedding party understand and follow these policies.

With this application, we are enclosing the reservation fee/security deposit of \$250. We understand that nothing is officially on the church calendar until this form and deposit are returned to the Wedding Coordinator and the dates and location have been confirmed with the bride.

We understand that it is our responsibility to contact Kathy Clegg at SCC to enroll in the Foundations for Marriage course. We understand that we must complete Foundations for Marriage at least 30 days prior to the wedding date.

Bride: _____ **Groom:** _____

Date: _____ **Date:** _____

After your wedding: **Home Address** _____

City, State, Zip _____

Phone () _____

Please give this completed form and the \$250 security/damage deposit to Marge Ditka. This will secure your reservation on the church calendar.

Stonebriar Community Church
Guest Pastor Request

Submit this completed form to the Wedding Coordinator.

Please Print

Name: _____

Title: _____

Church: _____

City: _____ State: _____ Zip: _____

Phone: Church: () _____ Home: () _____ Cell: () _____

E-Mail: _____

_____ and _____
(Bride) (Groom)

have requested that you be allowed to officiate their wedding at Stonebriar Community Church on

_____ at _____
(Wedding Date) (Time)

In order to help us respond to this request, please complete the following information. Indicate your beliefs on the items listed below by checking one:

Yes	No	
		I believe in the deity of Jesus Christ.
		I believe eternal salvation is available only through Jesus Christ.
		I accept the Bible as the authoritative Word of God.
		To the best of my knowledge, the bride is a believer in Jesus Christ.
		To the best of my knowledge, the groom is a believer in Jesus Christ.
		I am providing premarital counseling for this couple.
		I am (licensed/ordained) to the ministry under the authority of:

Signature: _____

Stonebriar Community Church
Wedding Coordinator's Worksheet

Submit this completed form to the Wedding Coordinator at least four weeks prior to your wedding date.

TO BE COMPLETED BY THE BRIDE:

Bride: _____ **Groom:** _____

Wedding Rehearsal: Date: _____ **Time:** _____

Location: _____

Rehearsal Dinner: Date: _____ **Time:** _____

Location: _____

Wedding Ceremony: Date: _____ **Time:** _____

Location: _____

Wedding Reception: Time: _____ **Location:** _____

Number Expected to Attend: Wedding: _____ **Reception:** _____

Officiating Pastor: _____

WEDDING DAY

Time bridal party will arrive at church: _____

Guest Book Location: _____ **Attendant:** _____

Who will take the guest book to the reception? _____

Gift Table Location: _____ **Attendant:** _____

Who will take the gifts to the reception/home? _____

Florist/Decorator: _____ **Time of Arrival:** _____

Will the florist need access to the main kitchen? ____ Yes ____ No

Who will distribute flowers to bridal party and family? _____

What is to be done with the floral arrangements after the wedding?

➤ **If you wish to use them for your reception, who will take them to the appropriate place?**

➤ **If you wish to leave them for the Sunday services, call the church office and request an announcement be placed in the worship folder about altar and/or foyer flowers.**

➤

What time will the florist return following the ceremony? _____

(The florist should be back at the church within an hour after the ceremony to pick up any equipment.)

Photographer: _____ **Time of Arrival:** _____

Name of family member or friend to assist photographer: _____

Videographer: _____ **Time of Arrival:** _____

Will the bride be receiving guests before the wedding? If so, whom? _____

Are there any plans for special wedding vows, or other changes or additions to the ceremony? _____

Who will keep the bride's and groom's rings before the wedding?

(Assign someone, e.g., maid of honor, best man, or parent, to keep up with the rings on the day of the wedding.)

Are there any special relationships or conditions that require extra attention for seating (stepparents/grandparents, special friends or relatives, persons with handicaps requiring assistance, etc.)?

Who will remove any personal items used to decorate the church (e. g., candles, tablecloths, or items used at the wedding/reception)?

EXTRA ROOMS

Reserve Room for Photographer: ()Yes ()No **Room #** _____

Other Room Requirements: _____

RECEPTION

Will the caterer need access to the main kitchen?

Caterer: _____ **Time of Arrival:** _____

Cake Provider: _____ **Time of Arrival:** _____

SCC EQUIPMENT REQUIREMENT and LOCATION

Tables: 60" round _____ 72"x 30" rectangle _____

Chairs: _____

Lectern/podium: _____

Piano: _____

Organ: _____

Music Stand: _____

Microphones: _____

Easels: _____

Pedestals: _____

Garbage Containers: _____

Ice: _____

Coffee Urns: _____

SCC Members Only

Candelabra: _____

Unity Candle Holder: _____

Silver Vases: _____

SPECIAL NEEDS OR REQUESTS:

* If the reception is at SCC, please give details of arrangements of chairs, tables, etc. to the Wedding Coordinator four weeks prior to the wedding.

Stonebriar Community Church
Suggested Order of Service . . .

Submit this completed form to the Wedding Coordinator at least four weeks prior to your wedding date.

Bride: _____ **Groom:** _____

Date/Time of Wedding: _____ **Date/Time of Rehearsal:** _____

Guest Book Attendant: (Arrive 30 minutes prior to the start of the ceremony)

Name: _____

The Lighting of Candles Time: _____ **Name:** _____
(20 minutes prior to the wedding ceremony)

The Worship of God in Sacred Music

Music to Begin Time: _____
(Prelude starts 20 minutes prior to ceremony)

Prelude Music _____

Seating of Family and Friends
(Starting 20 minutes prior to ceremony)

Usher: _____

Usher: _____

Usher: _____

Usher: _____

Processional Music Grandparents/Parents _____
(Starting 5–10 minutes prior to ceremony)

Grandparents of Groom Seated

Grandparents: _____ **Usher:** _____

Grandparents: _____ **Usher:** _____

Grandparents of Bride Seated

Grandparents: _____ **Usher:** _____

Grandparents: _____ **Usher:** _____

Chiming of the Hour

(Start of ceremony)

***Groom's* Parents Seated**

Groom's Parents: _____ **Usher:** _____

Groom's Parents: _____ **Usher:** _____

Light Unity Candle? () Yes () No

***Bride's* Parents Seated**

Bride's Parents: _____ **Usher:** _____

Bride's Parents: _____ **Usher:** _____

Light Unity Candle? () Yes () No

Solo (optional) Title: _____

Vocalist: _____ **Location:** _____

Processional Music Pastor/Groom/Groomsman _____

Pastor and Groom Entrance Location: _____

Name and Entrance Location

Best Man: _____

Groomsman: _____

Groomsman: _____

Groomsman: _____

Groomsman: _____

Groomsman: _____

Groomsman: _____

Processional Music Maid of Honor/Bridesmaids _____

Bridal Procession

Name and Entrance Location

Maid of Honor: _____

Bridesmaid: _____

Bridesmaid: _____

Bridesmaid: _____

Bridesmaid: _____

Bridesmaid: _____

Bridesmaid: _____

Entering of the Ring Bearer and Flower Girl

Ring Bearer: _____

Flower Girl: _____

Processional Music Bride and Escort _____

Entering of the Bride and Escort

Escort Name/Relationship: _____

Wedding Message Addressed to Congregation

Welcome from Pastor

Giving of the Bride

Solo (optional) Title: _____

Vocalist: _____ **Location:** _____

Wedding Message

Scriptural Setting

Scripture Reading (optional) Passage: _____

Reader: _____ **Location:** _____

Stonebriar Community Church
Wedding Music Information

Submit this completed form to the Wedding Coordinator at least four weeks prior to your wedding date.

Bride: _____ **Groom:** _____

Wedding Date: _____ **Time:** _____

Organist: _____ **Confirmed:** () Yes () No

Pianist: _____ **Confirmed:** () Yes () No

Vocalist (s): _____

Other Musicians: _____

Vocal Selections:

Song Title: _____ **Placement in Ceremony:** _____

Prelude: (Select sacred, contemporary Christian, or classical): _____

Processional Music—Grandparents/Parents: _____

Processional Music—Groom/Groomsman: _____

Processional Music—Maid of Honor/Bridesmaids: _____

Processional Music—Bride and Escort: _____

Recessional: _____

Postlude: _____

If the vocalists need the church organist/pianist to accompany their selection, the bride/groom should arrange to have a copy of the music given to the accompanist at least four weeks in advance. Give the music to the Wedding Coordinator, and she will give it to the church organist/pianist.

Approved: _____ **Pastor**

Approved: _____ **Wedding Coordinator**

Stonebriar Community Church
Bride's Checklist

Getting Started—Reserve Stonebriar Community Church:

- Call Marge Ditka at 469-252-5219 to check on an available wedding date.
- Return the completed Request for Wedding Reservation form (Appendix A) with a \$250 deposit payable to Stonebriar Community Church to Marge. Don't forget that the bride and groom must sign the Wedding Policy Agreement on the last page of the request form. Remember that nothing is officially on the church calendar until this form and deposit are returned and the dates and location have been confirmed by the Wedding Coordinator to the bride.

Assignment of Wedding Coordinator

- The Wedding Coordinator will call you and schedule an appointment.**
- The Wedding Coordinator can assist you in securing the pastor, pianist/organist, vocalist and additional church personnel as needed for the wedding.**
- To request a non-SCC pastor, please complete the Guest Pastor Request form (Appendix B) and return to the Wedding Coordinator.**

60 Days Prior to the Wedding:

- The \$250 security deposit is refundable up to 60 days prior to the wedding if it is necessary to cancel the requested date.

Four Weeks Prior to the Wedding:

- Arrange time to meet with pastor to determine the order of service.

The following forms MUST be completed and submitted to your Wedding Coordinator:

- Wedding Coordinator's Worksheet—Appendix C
 - Request decorations/equipment for Worship Center and/or reception (e.g., candelabra, gift table, guest book table, pedestals, etc.).
 - Inform Wedding Coordinator about any special seating arrangements for parents, grandparents, and extended family.
- Suggested Order of Service—Appendix D
- Wedding Music Information—Appendix E
 - Select music, complete form, and obtain approval from your pastor performing the ceremony and/or the Pastor of Music and Worship for each selection of the wedding ceremony music.
 - Meet with organist/pianist to go over music selections.
 - If the vocalists need the church organist/pianist to accompany their selection, give a copy of the music to the accompanist. This may be given to the Wedding Coordinator who will forward it to the church organist/pianist.
 - Submit music form to Wedding Coordinator.

- Receive personalized statement of your account balance from Wedding Coordinator.

Three Weeks Prior to the Wedding

- Upon completion of the Foundations for Marriage course, you will receive a "certificate of completion" signed by the instructor. Please give copy of this certificate to the Wedding Coordinator.
- Decide what you will do with the floral arrangements after the wedding. If you wish to use them for your reception, be sure to assign someone to take them to the appropriate place. If you wish to leave them for the Sunday services, call the church office and request an announcement be placed in the worship folder about altar and/or foyer flowers.

Two Weeks Prior to the Wedding:

- Send a check for the balance of the SCC facilities fees to the Wedding Coordinator.

The following forms MUST be completed, signed, and submitted to your Wedding Coordinator:

- Signed Policy Agreement for Florists—Appendix G
- Signed Policy Agreement for Photographers—Appendix H
- Signed Policy Agreement for Videographers—Appendix I
- Signed Policy Agreement for Caterers—Appendix J

WEDDING REHEARSAL:

- No later than the morning of the wedding rehearsal, remind the men renting wedding attire to try on everything including shoes.
- Provide printed order of service for pastor and wedding coordinator.
- Give your marriage license to wedding coordinator.
- Inform all members of the bridal party of the time they are to arrive at the church, be dressed, and ready for photos on the day of the wedding. The bride and her attendants usually arrive two hours prior to the start of the wedding. The groom and his attendants arrive no later than one hour before. Pre-service photos taken in the Worship Center must be completed no later than 30 minutes prior to the start of the wedding. The photographer will begin taking pictures of the groom, groomsmen, and their families first. Photography may continue outside the Worship Center until 15 minutes before the start of the ceremony.
- Ask the guest book attendant to arrive 30 minutes prior to the start of the ceremony.
- Please ask musicians, photographer, and videographer to check in with the Wedding Coordinator when they arrive at the wedding. She will show them where to set up.

Write checks to the persons performing services for your wedding. Enclose each check in an individual envelope and give them to the Wedding Coordinator at your rehearsal. The Wedding Coordinator will distribute them for you on your wedding day:

- Sound/Lighting Technician
- Wedding Coordinator
- Custodian
- Pianist
- Organist
- Vocalists
- Pastor
- Additional Musicians
- Kitchen Supervisor

WEDDING DAY

Assign Someone to:

- Take guest book and floral arrangements to reception.
- Take gifts to reception and home.
- Take care of clothes and personal items of bride and groom after the ceremony.
- Remove any personal items used to decorate the church (e.g. candles, tablecloths, or items used at the reception).
- Insure SCC facilities are cleaned properly following ceremony and reception.

Items to Remember:

- Snacks such as fruit, crackers, cheese, etc. for bride's room and/or groom's dressing room. We recommend that you only have clear liquids, just in case something spills.
- Sewing kit, scissors, safety pins, etc.
- Medicine e.g. pain medicine, antacids, etc.
- Toiletries, bobby pins, extra hose for bride/bridesmaids, clear nail polish, Shout (stain remover) wipes.
- Rough up the bottoms of new shoes. They can be slick on the carpet.

Questions to Consider:

- Who will keep the rings?
Be sure to assign someone (e.g. maid of honor, best man, or parent) to keep up with the rings on the day of the wedding.
- Will you be receiving guests before the wedding? If so, whom?
- What time will the florist deliver the flowers?
- What time will the florist return following the ceremony?
The florist should be back at the church within an hour after the ceremony to pick up equipment.

RECEPTION

Questions to Consider:

- What equipment will need to be reserved for your reception?
- What time will the caterer and/or cake delivery arrive?
- If you are having your reception catered, are the caterers staying throughout the reception and cleaning up? If not, assign someone other than immediate family to be sure all your items are returned to you and that the reception area is cleaned, cleared of all personal items, vendor's equipment and supplies after the reception.
- Will the caterer need access to the main kitchen?
- Use of the church kitchen must be requested in advance. Wedding Coordinator will determine if an SCC kitchen supervisor will be required.
- Will you have music during the reception?

FYI:

- Be sure to let everyone (family, friends, etc.) involved in setting up your reception know your wishes.
- Please do not let anyone move tables or chairs out of the reception area.

Enjoy Your Special Day!

Stonebriar Community Church
Wedding Guidelines for Florists

Copy for Florists

We request that you make every effort to preserve the dignity, simplicity, and atmosphere of this place of worship.

Florists may have access to the Worship Center or other rooms to decorate two hours in advance of the wedding hour. If you want to decorate at another time or feel you need more time, make arrangements through the Wedding Coordinator.

Clean up should be completed within two hours after the scheduled *beginning* time of the wedding ceremony. The florist must provide a crew sufficient to adequately remove decorations within that time frame.

Church wedding equipment may not be removed from the premises.

Any questions from your florist should be referred to your Wedding Coordinator.

Answers to Frequently Asked Questions:

1. Stonebriar Community Church (SCC) has a selection of candelabra fitted with liquid wax candles and a variety of other silver decorating pieces that may be used by SCC church members only. The Wedding Coordinator has pictures of the available pieces. When a rental company or florist furnishes other candelabra, dripless candles must be used. Each candelabrum must be placed on a clear plastic or subtle covering large enough to keep wax from dripping on the carpet. It is the responsibility of the rental company and/or florist to insure that all carpets are clean after their use. Failure to do so will result in loss of deposit or additional cleaning costs.
2. All requests for use of plants, greenery, and other furnishings within the church must be made through the Wedding Coordinator. Only items included on the Wedding Coordinator's Worksheet will be available for use. The pulpit, orchestra stands, orchestra chairs, and the piano will be moved to sides of the worship platform for Worship Center weddings. Plants on the Worship Center stage may be carefully moved for the wedding ceremony but must be returned to their original setting following the ceremony.
3. The throwing of rice, birdseed, confetti, potpourri, rose petals, etc. is prohibited on the premises. All of these items can be hazardous underfoot, causing a safety risk. Balloons may be released outside the building.
4. The use of plastic or fabric-covered clamps is required to attach arrangements and/or greenery to chairs. *Please do not use pins, bare wires, nails, tacks, masking tape, or scotch tape in any part of the building.*
5. It is the responsibility of the florist to clean debris upon completion of decorating. A broom, dustpan, and vacuum will be available. (SCC will vacuum following the wedding.)
6. During celebration times (particularly Christmas and Easter) when the Worship Center is specially decorated, the decorations WILL NOT be removed or disturbed until the celebration period is over, e.g., the last Sunday in December or the close of Easter Sunday.

SCC Equipment Available for Weddings:

Tables–60" rounds and 72" x 30" rectangles	Lectern/Podium
Chairs	Microphones
Piano	Vacuum
Organ	Broom/Dustpan
Music Stands	Candelabra
Pedestals	Silver Vases

The Wedding Coordinator will assist the bride in her selection of equipment for the wedding. This information must be submitted on the Wedding Coordinator's Worksheet (Appendix E) six weeks prior to the ceremony.

Caution! *Be careful of the choir microphone connections!*

Threads above the choir loft connect the choir microphones to keep them lined up. Any disturbances will cause the threads to break or turn the microphones, requiring a professional sound technician to correct the damage. Charges for sound technician services will be billed to the florist or the decorating personnel.

Stonebriar Community Church
Signed Policy Agreement for Florists

Please Print

Name: _____

Firm: _____

Contact Numbers: Office: _____ **Home:** _____

Cell: _____ **Other:** _____

Address: _____

City: _____ **Zip Code:** _____

E-Mail Address: _____

Signature: _____ **Date:** _____

I have read the Stonebriar Community Church guidelines for florists and understand how the policies apply to my assignment at SCC.

Bride: _____ **Groom:** _____

Date of Wedding: _____ **Time:** _____

Location: **Worship Center** **Atrium** **Classroom** [Room # _____]

Please return this signed agreement at least two weeks before the wedding to the Wedding Coordinator.

Stonebriar Community Church *Wedding Guidelines for Photographers*

Copy for Photographers

Preserving the memory of a wedding ceremony is important and Stonebriar Community Church (SCC) is grateful for the cooperation of photographers and videographers. We welcome them to our church and wish to cooperate with them in every way to make their task easier and to please the families involved in the wedding ceremony and reception. Cooperation of photographers and videographers in the following requirements is expected:

Photographer

1. Photographers and videographers will not move furniture or use furniture as ladders.
2. They will observe the "no smoking" policy.
3. The photographer may take as many pictures *BEFORE* the ceremony as desired. Please begin with the groom, groomsmen, and their families. Pre-service pictures taken in the Worship Center must be completed no later than 30 minutes prior to the start of the wedding. This allows the ushers to begin seating guests on time. Rooms for pictures will be assigned according to availability.
4. The photographer may take flash pictures of the parents being seated, entrance of the bridal party, entrance of the bride and escort,* the kiss, and the couple during the recessional. Timed exposures may be taken during this interval.
*It is suggested that photographers not step in front of the bride and her escort as they make their way down the aisle. There will be plenty of time to take pictures of the bride on her escort's arm before the doors are opened for her entrance into the Worship Center.
5. After the pronouncement, the photographer may take pictures of the bride and groom as they make their way down the aisle. Flashes may be used. Please stand behind the last row of guests to take this picture to avoid blocking the guests' view of the couple.
6. Photographers must be as unobtrusive as possible and should be dressed appropriately for a wedding. Once the ceremony has begun, the photographer's equipment (not being used) must be stored out of sight.
7. The bride must coordinate wedding pictures and their timing in the wedding day schedule with the photographer in advance. We recommend that the photographer use an assistant.
8. On the day of the wedding (or at the rehearsal if the photographer is present), the SCC Wedding Coordinator will review the policies and the photo schedule with the photographer.
9. Special arrangements may be made to reserve another room in the building where the photographer can use additional equipment.
10. All policies and restrictions that apply to the photographer also apply to any friends or members of the family who use their personal cameras for pictures of the wedding.

During the Reception

During the reception, both the photographer and the videographer will have the freedom to move through the reception as requested by the bride. All parties must work together in a spirit of cooperation so that others wishing to film or photograph the reception may do so without lighting difficulties. Again, no additional lighting may be used.

Stonebriar Community Church
Signed Policy Agreement for Photographer

Please Print

Name: _____

Firm: _____

Contact Numbers: Office: _____ Home: _____

Cell: _____ Other: _____

Address: _____

City: _____ Zip Code: _____

E-Mail Address: _____

Signature: _____ Date: _____

I have read the Stonebriar Community Church guidelines for florists and understand how the policies apply to my assignment at SCC.

Bride: _____ Groom: _____

Date of Wedding: _____ Time: _____

Location: Worship Center Atrium Classroom [Room # _____]

Please return this signed agreement to the Wedding Coordinator at least two weeks before the wedding.

Stonebriar Community Church
Wedding Guidelines for Videographer

Copy for Videographer

Preserving the memory of a wedding ceremony is important and Stonebriar Community Church (SCC) is grateful for the cooperation of photographers and videographers. We welcome them to our church and wish to cooperate with them in every way to make their task easier and to please the families involved in the wedding ceremony and reception. Cooperation of photographers and videographers in the following requirements is expected:

Videographer

1. The videographer and photographer must establish a working relationship. Both provide the service of “documenting” your wedding, yet each differs in filming and equipment needs and the end product. Neither professional will want to have the other in the “picture.”
2. The videographer should allow adequate time to set up, test connections, and shoot any pre-service footage at least one hour prior to the time of the wedding.
3. Videotaping with the available light is required.
4. The church makes a digital minidisk recording of the ceremony that includes placement of a wireless microphone on the pastor and groom. Videographers can be provided with a full mix feed. The feed available is an XLR at line (+4) level. Videographers are responsible for adapting this to their cameras. The level of the signal provided by the sound technician is constant, and the sound technician is not responsible for any distortion or other damage caused to the camera from the feed. Videographers bear the full responsibility for frequency conflicts and their resolution. Demonstration of non-conflict must be satisfactory to the church sound technician and must occur at least 45 minutes prior to the start of the ceremony. The sound technician's decision will be final.
5. Photographers and videographers will not move furniture or use furniture as ladders.
7. They will observe the "no smoking" policy.

During the Reception

During the reception, both the photographer and the videographer will have the freedom to move through the reception as requested by the bride. All parties must work together in a spirit of cooperation so that others wishing to film or photograph the reception may do so without lighting difficulties. Again, no additional lighting may be used.

Stonebriar Community Church
Signed Policy Agreement for Videographer

Please Print

Name: _____

Firm: _____

Contact Numbers: Office: _____ **Home:** _____

Cell: _____ **Other:** _____

Address: _____

City: _____ **Zip Code:** _____

E-Mail Address: _____

Signature: _____ **Date:** _____

I have read the Stonebriar Community Church guidelines regarding videographers and understand how the policies apply to my assignment at SCC.

Bride: _____ **Groom:** _____

Date of Wedding: _____ **Time:** _____

Location: () **Worship Center** () **Atrium** () **Classroom** [Room # _____]

Please return this signed agreement to the Wedding Coordinator at least two weeks before the wedding.

Stonebriar Community Church Wedding Guidelines for Caterers

Copy for Caterers

1. The wedding caterer may have access to the reception room and kitchen two hours in advance of the wedding hour, unless other provisions have been made. *Catering services are to be completed three hours after the scheduled beginning hour of the wedding ceremony.* If your caterer needs extra time for set up or clean up, please prearrange through the Wedding Coordinator.
2. The church will provide tables and chairs that may be used by the caterer. Arrangements for tables and other setups must be made through the Wedding Coordinator. Stonebriar Community Church (SCC) does not supply table coverings or table skirts. Furnishings or plants may be moved upon request and approval.
3. SCC church members may use selected SCC decorative/serving pieces by reserving them with the Wedding Coordinator. She will answer any questions you may have about what is available and suitable for the size of your reception.
4. An SCC kitchen supervisor is required whenever the church kitchen is needed for a reception. The kitchen supervisor will be available to make the coffee, furnish ice, and lend a helping hand to the caterer as needed. Your caterer will be responsible for cleaning the kitchen after the reception. **Failure to properly clean the kitchen will mean loss of the deposit and may require additional charges.**
5. When a couple plans to have a reception without the services of a caterer, careful planning is important. Someone other than the bride, groom, or immediate family members must be in charge of decorating, mixing the punch, instructing the house party concerning serving duties, picking up cups and plates from the guests, post-reception cleaning, etc.
6. The SCC facilities team will take down tables and chairs, vacuum carpets, remove trash containers, take down wedding equipment.
7. Smoking and alcoholic beverages are not permitted inside of the church.

SCC Reception Equipment Available:

Chairs	Piano	Candelabra
Easels	Lectern/podium	Plates-250
60" Round Tables	Microphones	Glasses-250
72"x30" Rectangle Tables	Coffee Urns	Silverware-250
Garbage Containers	Ice	

Stonebriar Community Church
Signed Policy Agreement for Caterers

Please Print

Name: _____

Firm: _____

Contact Numbers: Office: _____ Home: _____

Cell: _____ Other: _____

Address: _____

City: _____ Zip Code: _____

E-Mail Address: _____

Signature: _____ Date: _____

I have read the Stonebriar Community Church guidelines regarding caterers and understand how the policies apply to my assignment at SCC.

Bride: _____ Groom: _____

Date of Wedding: _____ Time: _____

Location: () Worship Center () Atrium () Classroom (Room # _____)

Please return this signed agreement to the Wedding Coordinator at least two weeks before the wedding.

Stonebriar Community Church
Wedding Fee Itemization

Bride: _____ **Groom:** _____

Wedding Date: _____ **Time:** _____

Reservation Fee/Security Deposit
 (Due with *Request for Wedding Reservation* form) \$ _____

Facilities Usage*

A. Worship Center/Classroom \$ _____

B. Reception Room \$ _____

Personnel Fees **

A. Wedding Coordinator

Name _____ \$ _____

B. Sound/Lighting Technician

Name _____ \$ _____

C. Custodial Fee

Name _____ \$ _____

D. Organist/Pianist

Name _____ \$ _____

E. Vocalist

Name _____ \$ _____

Name _____ \$ _____

F. Pastoral Honorarium

Name _____ \$ _____

G. Kitchen Supervisor

Name _____ \$ _____

H. Additional Personnel

Name _____ \$ _____

I. Additional Personnel

Name _____ \$ _____

Other

_____ \$ _____

_____ \$ _____

TOTAL \$ _____

- * Payment to SCC is due two weeks prior to the wedding date. Make checks payable to Stonebriar Community Church.
- ** Individual checks to the Wedding Coordinator, sound/lighting technician, and the custodian are due at the rehearsal. These fees must be made directly to the person performing the service. Enclose these payments in individual labeled envelopes and bring them to your wedding rehearsal, along with your marriage license, and give them to your Wedding Coordinator. These will be distributed for you on the wedding day.