

# Congratulations

*How happy we are for you in this joyous time of planning your wedding! These days for you will be both exciting and challenging as you work to make all of the arrangements for that very special day in your life. We want to help you every way that we can to make your wedding day everything you have planned, dreamed, and prepared for it to be.*

*This wedding policy manual is not designed to be a burden to you. Rather, after years of conducting weddings in the church, we discovered that we needed a book of guidelines for full understanding between the church and the couple of what each can expect. As you read through these pages, you may have questions. Feel free to contact the church office or our Wedding Coordinator to clarify any details. As with any guidelines, there may be some issues that are not covered, or are not clear. Feel free to ask questions.*

*We strive to help you make a church wedding a worshipful, pleasurable, and meaningful experience for you. Please make sure that you read this manual completely so that we are all working from the same foundation.*

*May the Lord bless you as you prepare. And, may your wedding and marriage be everything you have always prayed and hoped it would be!*

*Blessings,*

*Nick Garland  
Senior Pastor*

## *Preparing For Marriage*

*First Baptist Church, Broken Arrow  
Wedding Policies and Procedures*

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*One copy of this manual is available for each wedding scheduled at First Baptist Church.*

## *Important Names & Phone Numbers*

*Please keep the following names and phone numbers available for future reference:*

<i>Debbie Schreppel</i>	<i>Wedding Director</i>	<i>250-8939</i>
<i>Stacie Morris</i>	<i>Church Receptionist</i>	<i>258-4575</i>
<i>Rolonda Watkins</i>	<i>Admin. Asst. to Pastor</i>	<i>317-2247</i>
<i>Sharon Wise</i>	<i>Food Service Director</i>	<i>520-8291</i>

*Updated October 2011*

## *The Marriage License*

*The marriage license may be obtained at the County Courthouse on the 2<sup>nd</sup> floor at 500 South Denver. The Courthouse is open between 8:30 AM-4:30 PM. The license may not be acquired more than ten (10) days prior to the wedding. Please call the Tulsa County Court Clerk at 596-5452 for complete information on how to obtain your marriage license.*

*Blood tests may be taken two (2) weeks prior to the wedding. The couple may obtain blood tests through their doctor (which takes approximately three (3) days), or they may go to Springer Clinic where the tests are processed in 24 hours. Results must be presented to the County Court Clerk.*

*Both the bride and groom are to be present when the license is issued by the County Court Clerk or his/her deputy. Each will need a copy of birth certificate or a driver's license for identification. If the names on the application do not match those on the blood test, then other proof of identification is required.*

*Men and women under 18 years of age are required to have consent of one parent or guardian each to obtain a license. The couple with one parent each must all be present at the time of the application. The license may be acquired at any County Court House in the State of Oklahoma. If one or the other is under legal age, there is a three-day waiting period before licenses may be issued. If both are of legal age, the license will be issued at the time of the application by the government offices. Those signing the marriage license as witnesses should be no younger than 21 years of age.*

***DISCOUNT:** The marriage license fee is \$50. However, if you present a copy of your letter from the Officiating Minister which shows that your pre-marital counseling has been completed, the cost for your license will only be \$5.*



- 5) *In the case of divorce and remarriage, it will be the decision of the Minister approached as to whether or not his conscience and Biblical conviction will allow him to perform the ceremony.*

# *Premarital Counseling and Wedding Date*

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## *Setting the Time of Your Wedding*

*Careful planning is necessary for all weddings. In order to guarantee that your wedding is confirmed on your desired date, FBCBA members will need to reserve the facility a minimum of six (6) months in advance (non-members, see page 13). In addition, the application form (page 17) and deposit is also required to secure the date.*

## *Premarital Counseling Prerequisite*

*The Premarital Counseling Course **must** be completed before the wedding date. You may attend the course as a couple before you are formally engaged. Counseling arrangements will be made for those out of town. Call the church office at (918) 258-4575 for more information about the available class schedule, and for out of town arrangements.*

*You can confirm the date of your wedding by:*

- 1. Checking for an open calendar date with the Church Receptionist. You may select a tentative date, and she will **pencil** it in on the calendar. However, it will be removed if you have not made arrangements for Premarital Counseling at least four months prior to your tentative date. The date will be confirmed when you bring evidence of completion of your course to the Church Receptionist (use the form below). This will schedule **only** our facilities, **not** the Wedding Director and/or Minister.*
- 2. Meeting with the Minister of your choice to see if he can perform your wedding on the date you have selected. It is good to contact ministers as soon as possible so that you are certain you have the "minister" of your choice.*
- 3. Contacting the Wedding Director to reserve your date with her.*
- 4. Returning your application with deposit to the Church Receptionist.*

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*Memo to Church Receptionist:*

*Please be advised that \_\_\_\_\_ and \_\_\_\_\_ have completed the requirements for the above prescribed Premarital Counseling Course.*

*Instructor's Signature* \_\_\_\_\_

*Date* \_\_\_\_\_

# *The Function and Purpose of a Wedding Director*

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*Every couple who has the desire for a church wedding wants the very best. Quiet and private ceremonies can be just as meaningful, but the beauty of a church wedding is something that most every young lady dreams of and every young groom wants to share with his bride.*

*Once you have made the decision to have a church wedding, many factors must be considered for the ceremony to be the wonderful experience that you have dreamed about and worked hard to plan. We want to help you make the experience pleasant and rewarding as well as a worship experience unto the Lord.*

*For that reason, if you are using our facilities for your wedding, we have a church Wedding Director you are required to use. She is aware of the church's policies as outlined in these pages and is familiar with the available church facilities. She knows about all the details including lighting, audio, video, the location of available rooms, etc.*

*After setting a definite date on the church calendar and receiving your wedding manual, your next step is to consult with our Wedding Director. The Wedding Director will reserve your date to coordinate your wedding or assign an Associate Director for you for that date. At this initial meeting you will discuss the wedding manual to clarify any questions that you may have concerning plans or policies.*

*Here is what you can expect of your Wedding Director:*

- 1. She will meet with the bride and groom. At this meeting, the couple should ask any questions pertaining to the planning of their wedding, reception, rehearsal, duties of wedding party members, etc. An appointment for this meeting should be scheduled to coincide with the date of the first appointment with the Minister who will be performing the ceremony.*
- 2. At least two weeks before the wedding, the Wedding Director will meet with the couple again to go over the plans and the order of the ceremony to organize the rehearsal night and wedding day.*
- 3. The Wedding Director will be in charge of the rehearsal. She will prepare an order of events from the preliminary meetings she had with the couple. She will provide copies of the order of events for the musicians, audio technician, mothers, bride, and groom. She will instruct the wedding party as to the procedures involved (where to stand, when to turn, how to usher, etc). The*

*rehearsal will be very well organized and will ensure that the special day will be exactly what you want it to be. The marriage license must be given to the Wedding Director for the Minister at the rehearsal or before the wedding. Honorariums are to be placed in envelopes carefully marked and sealed and given to the Wedding Director at the rehearsal, or before the wedding begins, so that she can distribute these for the couple.*

- 4. On the day of the wedding ceremony, the Wedding Director will be in great demand to answer any last-minute questions and relieve the bride and her mother of any details that need to be taken care of. She will arrive at least an hour before the wedding and will assist the florist in distributing flowers, assist the photographer if necessary, the Minister, the attendants, family members, and guests. She will direct the seating of grandparents and parents, the lighting of candles, and the processional. At the close of the ceremony, she will be responsible for getting the wedding party to the appropriate place for pictures or to the receiving line (depending upon the preference of the couple).*
- 5. If the couple is using our facilities for their reception, the Wedding Director will also work with the couple prior to the wedding date in making arrangements for the reception. She can also provide information pertaining to catering, decorations, etc.*

*Our desire is for you to have the wedding of your dreams. Since families have invested much in this day, the end result must not be "left to chance" or be placed in the hands of one who is inexperienced and/or emotionally involved (as a family member might be). For this reason, the role of the Wedding Director in our church is a requirement. The Minister will cover the events of the wedding vows with the couple in the counseling sessions but will not attend the rehearsal. The Wedding Director will be fully qualified to answer any questions that the wedding party might have.*

*Because of the many hours that the Wedding Director will spend with the couple both prior to and on the day of the wedding, and because of the strategic importance of her function, this is not a voluntary service but is a help that is provided to the couple. The cost for the Wedding Director is \$200 (see page 13).*

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# *Use of Church Buildings and General Requirements*

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## *Rehearsal Dinners*

*Only FBC members will be allowed to have rehearsal dinners on-site and are restricted to the Formal Dining Room and Foyer. Church events such as conferences/seminars, church meetings, or any other event we deem necessary, will have precedence.*

*The facility charge for the use the Formal Dining Room or Foyer for rehearsal dinners is \$150. If you need access to the kitchen, there is an additional flat fee of \$50 plus a fee of \$25/hour for the food service director (the kitchen cannot be opened unless the food service director is available). Rehearsal dinners are to be concluded by 9:00 PM. Rehearsal dinners cannot be held on Saturday or Sunday.*

## *The Wedding*

*The Worship Center is available for weddings and will seat approximately 1300. However, FBCBA will not schedule weddings during the following holiday weekends: New Years, Easter, Memorial Day, July 4, Labor Day, Thanksgiving, the entire month of December, and any other weekend when a scheduled church program prohibits the use of our facilities. The Wedding Application in the back of this manual will need to be completed and submitted to the church office, along with a \$150 non-refundable deposit, to secure your wedding date. The requested wedding date cannot be confirmed until the deposit is received.*

## *Wedding Times*

*It is requested that all weddings and receptions be concluded by 9:00 PM on Fridays. Saturday weddings and receptions must be concluded and the building vacated by 6:00 PM.*

## *Wedding Reception*

*Arrangements for receptions are to be made with the Wedding Director. The caterer, or person responsible for the reception, must contact the Wedding Director to ensure that the reception area will be open when needed for decorating and setup. **The reception area should be reserved through the Church Receptionist at the time the Sanctuary is reserved.** The Wedding Reception*

*Application in the back of this manual should be submitted to the church office no later than two weeks prior to the wedding.*

*We suggest you enlist enough friends who will serve as host and/or hostesses during the reception.*

*You will need to make the necessary arrangements in advance for all rented items to be picked up the day of the wedding. FBCBA is NOT responsible for items not picked up the day of the wedding.*

### ***Dressing Rooms***

*Facilities are provided so that the bride and her attendants may dress at the church. Upon request, the same courtesy will also be extended to the groom and his groomsmen. Several rooms are available. The Wedding Director will show you what is available, and you may choose those that are needed.*

*It is the responsibility of the bride and groom to arrange for the care of the wedding party's property before, during, and after the wedding, and for the transportation of such items. Valuables should not be left unattended in unlocked rooms at any time. The Church is not responsible for lost or stolen property.*

### ***Setup***

*Prior to the rehearsal, the platform area will be cleared by the Church Custodial Staff. **The choir chairs, piano, and drums will not be removed.** If the stage is set specifically for the current sermon series, the set will remain in place as well. At least two weeks prior to the wedding, the Service and Support Form (see page 20) must be completed and submitted to the church office no later than two weeks prior to the wedding.*

### ***Responsibilities of the Wedding Party***

*It is expected that members of the wedding party will recognize the fact that the church building is the House of God and will conduct themselves at all times in a manner befitting the atmosphere of a place of worship. No wedding rehearsal or wedding will be performed if any member of the wedding party is under the influence of alcoholic beverages. No alcoholic beverages or appearance of alcohol may be served on the church premises at any time. Smoking is not permitted anywhere in the buildings at any time. No dancing is permitted at any time.*

*The throwing of rice, confetti, or bird seed, etc, is not permitted in the buildings. Only bird seed (in lieu of rice) may be thrown on church property as the bride and groom leave. There are other alternatives available such as bubbles, balloons, etc.*

*It is the obligation of the bride and groom to make certain that these rules are made known to the members of the wedding party.*

### *Audio*

*A church Audio Technician must be used for weddings in the sanctuary.*

*You must fill out the form in the back of this booklet to make arrangements for the Audio Technician to be at the rehearsal and wedding.*

*If you need audio for the reception, you will need to make special arrangements with the Audio Technician. A minimum two-week notice prior to the wedding is required.*

### *Photographers*

*It is the responsibility of the bride to instruct the photographer that **no flash pictures** are permitted in the sanctuary or chapel once the ceremony begins. Flash pictures may be made of the wedding party during the processional and recessional only.*

*Time exposures of the ceremony itself may be taken unobtrusively from the video room in the Sanctuary.*

### *Video*

*It is the responsibility of the bride and groom to arrange for a videographer, if desired. However, video equipment **must** remain stationary during the ceremony. Camera locations **must be approved** by the Minister or Wedding Director.*

*Photographers and video personnel are to be properly attired for the wedding.*

*Any photographs taken before the ceremony must be completed at least 30 minutes prior to the beginning of the ceremony.*

### *Wedding Decorations*

*Please remember that the setting for your wedding should be that for a sacred service that is dignified and beautiful. It is the responsibility of the bride's family to arrange with a florist for decorations. The florist will need to make arrangements with the Church Receptionist for decorating the Sanctuary and reception areas. For the protection of our building, certain policies regarding the use of candles, flower containers, etc, are rigidly enforced. All candles used must be the non-drip kind to protect the carpets, floors, and furniture. We cannot allow fresh flowers or petals to be dropped in the aisle. **No decorations or flowers are permitted on the piano.***

*When decorating, please do not use staples, nails, paint, tape, etc on the walls or furniture. There will be no removal of furniture without prior permission.*

*Air conditioning and heat will be turned on only as long as necessary to cool/heat the Sanctuary for the wedding. Please keep this in mind when using fresh flowers.*

*The florist, family, or whoever decorates shall remove all decorations from the building at the conclusion of the ceremony and reception.*

*If the bride's family does not wish to make use of the flowers after the wedding, please inform the Wedding Director as soon as possible so that the flowers may be removed from the Sanctuary. However, FBCBA is not responsible for any other items not removed from our facilities the day of the wedding.*

### *Music*

*Music is a very important part of the wedding ceremony and should at all times be music that is suitable for a sacred occasion. The purpose of music in a church wedding is to glorify God and to lift up the heart and the thoughts of those present as the marriage vows are spoken. Please keep this in mind as you select your music. The music that you select should be sacred in nature both in text and style. The text should speak obviously to the holiness of marriage and the purity of love as described in Scripture. We discourage the use of secular love songs that speak only of physical love. Realizing that music style is a personal preference, we do ask that your selections be in keeping with the musical standards set by the Music Ministry of First Baptist Church. These guidelines apply to both prerecorded and live vocal music. All music will need to be approved by the Wedding Director at least thirty days prior to the rehearsal. A list of appropriate selections will be provided upon request.*

*We have several Pianists in our church who have thorough knowledge of our instruments, and we encourage you to use one of them. The Wedding Director will be happy to supply you with a list.*

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### *Notes:*

# Wedding Fees

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## *Non-Member Wedding*

*Unless either the bride or the groom, parent or guardian of the bride or groom, is an active member of First Baptist Church prior to the date the wedding is scheduled, the wedding is regarded as a non-member wedding. An active member is defined as one who participates in Sunday School, worship, and stewardship. No non-member weddings can be scheduled in excess of six months prior to the date desired.*

### *Fees*

*Wedding fees are divided into two categories depending upon whether or not the participants are members of the church. Unless otherwise specified, the fees are the responsibility of the bride. Wedding fees are as follows:*

<b><i>Member:</i></b>	<i>Sanctuary</i>	<i>\$300.00</i>
	<i>Set-up (Custodial)</i>	<i>\$250.00</i>
	<i>Audio/Lighting Technician</i>	<i>\$150.00</i>
	<i>Video Technician**</i>	<i>\$50.00</i>
	<i>Wedding Director</i>	<i>\$200.00</i>
	<i>Organist Fee</i>	<i>\$100.00</i>
	<i>Reception</i>	<i>\$150.00</i>
	<i>Sound Tech for Reception</i>	<i>\$30.00</i>
	<i>Rehearsal Dinner</i>	<i>N/C</i>

<b><i>Non-Member:</i></b>	<i>Sanctuary</i>	
<i>\$500.00</i>		
	<i>Set-up (Custodial)</i>	<i>\$350.00</i>
	<i>Audio/Lighting Technician</i>	<i>\$175.00</i>
	<i>Video Technician**</i>	<i>\$75.00</i>
	<i>Wedding Director</i>	<i>\$200.00</i>
	<i>Organist Fee</i>	<i>\$100.00</i>
	<i>Reception</i>	<i>\$200.00</i>
	<i>Sound Tech for Reception</i>	<i>\$30.00</i>

<b><i>Special Effects (member &amp; non-member):</i></b>		
	<i>Hanging mesh screen with lights – tech fee</i>	<i>\$135.00</i>
	<i>Hanging mesh screen with lights – usage fee</i>	<i>\$15.00</i>
	<i>Candlestick globe lights – tech fee</i>	<i>\$45.00</i>
	<i>Candlestick globe lights – usage fee</i>	<i>\$5.00</i>
	<i>White side panels with lights – tech fee</i>	<i>\$45.00</i>

*\*\*FBCBA does not provide a videographer. This fee only applies if the bride and groom desire to have a video shown as part of their ceremony. All videos are to be reviewed and approved by the FBCBA Music staff a minimum of 10 days prior to the wedding date.*

*Sanctuary and reception fees must be given to the **Church Receptionist**. A deposit of \$150 must be paid when a wedding is entered on the church calendar. The bride and groom are required to sign the wedding application form in the appropriate place stating they agree to comply with the church rules and regulations and are responsible to inform their wedding party of stated policies.*

### ***Receptions Only***

*For FBC members, the Formal Dining Room and Foyer are available for receptions only (even if the wedding ceremony is held off-site). The cost for a reception, excluding the wedding ceremony, is \$150. If the kitchen is requested, the same fees will apply as referenced on page 9 under “Rehearsal Dinners”.*

### ***Bridal Showers***

*The church facilities are available for Bridal Showers for First Baptist Church members only at no cost on Friday evenings and Saturday mornings. The kitchen is not available for bridal showers.*

### ***Please note:***

*It is the responsibility of the bride and groom to provide payment for the Wedding Director, Audio Technician, Video Technician, and Food Service Director (as needed). Payment needs to be placed in four separate sealed envelopes addressed to the appropriate person and given to the Wedding Director at the rehearsal. Payment may be made by cash or check. If paying by check, the check should be made out in the name of the individual receiving payment. Please check with the Church Receptionist or Wedding Director when scheduling events not listed in this manual. All other individuals (instrumentalists, soloists, minister, etc) are to be paid directly to the individuals (through the Wedding Director at rehearsal), not through the church.*

### ***Policy Guidelines for Wedding Receptions at the Albany Facility***

- 1. All furniture and rugs in the foyer are to be removed for any event where there is to be food service in that area of the building. The maximum capacity for receptions in the foyer is approximately 200 people.*
- 2. No food or drink is to be in the Worship Center.*
- 3. No punch or drink is to be served that is a “dark” color that would stain.*
- 4. All food is to be catered.*
- 5. All plates, cups, glasses, flatware, etc, will have to be rented by the user.*
- 6. We will not allow “tents” or “awnings” to be displayed in the facility.*
- 7. No rice or bubbles are to be used inside the facility.*
- 8. No tape or nails are to be used on the walls.*

9. *The kitchen is available for food storage and minimal prep. Fees for use of the kitchen and kitchen staff will be applied (see page 9).*

# *A Note From the Ministerial Staff*

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## *List of Given Assumptions*

- 1. That both partners either are Christians or want to become Christians prior to the date of the wedding.*
- 2. That both intend to be active in a church and serve the Lord through a local church after they are married.*
- 3. That they are not presently living together under one roof as if they were married.*
- 4. Because of the number of marriages that end in divorce or are in crisis, our desire is to prepare couples with a strong Biblical foundation for marriage. If there has been a previous marriage, this will be discussed with the Minister to determine if the couple is ready for remarriage.*
- 5. That they are willing to complete Premarital Counseling prior to officially calendaring the wedding.*
- 6. That they agree to follow the guidelines that are laid out by our church for use of these facilities.*
- 7. That they clear all dates for rehearsal and the wedding itself with the Church Receptionist prior to talking about dates and times with the Minister.*

## *Additional Information*

*Some of the materials we would suggest to you as a couple about to be married are:*

- 1. In the area of finances and budget planning, check your local Christian bookstore or library for any articles written by Larry Burkett. He has a series of tapes, as well as workbooks, that you will find very helpful. Other authors that could assist you in establishing strong financial principles are Wayne Coleman and John Morgan.*
- 2. Several good books dealing with marriage in general, written by any one of several authors, are available. Some authors we would suggest to you are James Dobson, Tim and Beverly LaHaye, and Gary Smalley.*
- 3. Let us remind you that our Church Media Center has two very excellent tape series available for those about to be married. One is "Before You Say I Do", which is on a set of four one-hour video tapes.*

*We have tried to cover every aspect of the wedding experience to preclude as many questions as possible. We recognize, however, that you may have questions about the material or about something not specifically covered. Please feel free to contact us for any clarifications. We want your wedding*

*to be spiritually blessed and aesthetically memorable. We covenant with you to do all we can to make it so. God bless you in this exciting and marvelous undertaking.*

# Checklist for Wedding

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## *6 Months (or more) Before the Wedding*

- ✓ *Schedule the wedding date*
- ✓ *Familiarize yourself with the wedding policies of your church*
- ✓ *Meet with the Wedding Director*
- ✓ *Schedule Premarital Counseling Course*
- ✓ *Secure reception plans*

## *4 Months Before the Wedding*

- ✓ *Complete Premarital Counseling Course*
- ✓ *Meet with the Minister*
- ✓ *Meet with the Wedding Director*
- ✓ *Set the wedding date and rehearsal date*
- ✓ *Select the wedding party (attendants/groomsmen)*
- ✓ *Reserve all facilities needed and pay deposit*
- ✓ *Contact musicians, florist, caterer, and photographer*

## *6 Weeks Before the Wedding*

- ✓ *Mail invitations*
- ✓ *Arrange for all reception servers*
- ✓ *Go over final plans with florist, caterer, and photographer*

## *During the 2 Weeks Before the Wedding*

- ✓ *Meet with the Wedding Director*
- ✓ *Pay remaining fees to the church*
- ✓ *Complete and submit forms to the FBC office for receptions and request for audio equipment*
- ✓ *Confirm all arrangements previously made for ceremony and reception*
- ✓ *Get blood test*
- ✓ *Get marriage license*

## *Week of the Wedding*

- ✓ *Be sure all wedding attire is properly fitted (men **must** try on tuxedos before wedding day).*
- ✓ *Provide honorariums in sealed envelopes for Wedding Director to distribute at rehearsal.*
- ✓ *Attend rehearsal – ENTIRE WEDDING PARTY ON TIME!*

*Wedding Day.....ENJOY THE DAY!*

**First Baptist Church**  
**100 West Albany**  
**Broken Arrow, OK 74012**  
**(918) 258-4575**

**WEDDING APPLICATION**

Date of Application \_\_\_\_\_

Return form to the Church Receptionist with a \$150 deposit. All fees must be paid in full 2 weeks before the wedding.

**WEDDING DATE** \_\_\_\_\_ **Member of FBC?** \_\_\_\_\_ **Member's Name** \_\_\_\_\_

<b>BRIDE ELECT</b> _____	<b>GROOM</b> _____
Address _____	Address _____
City _____	City _____
Home Phone _____	Home Phone _____
Business Phone _____	Business Phone _____
Parent's Name _____	Parent's Name _____
Phone _____	Phone _____

**TIME OF WEDDING** \_\_\_\_\_ **REHEARSAL DATE** \_\_\_\_\_  
Time to Open Church \_\_\_\_\_ Time of Rehearsal \_\_\_\_\_

**MINISTER** \_\_\_\_\_ Phone \_\_\_\_\_ Church \_\_\_\_\_  
Wedding Director \_\_\_\_\_ Phone \_\_\_\_\_ Organist \_\_\_\_\_ Phone \_\_\_\_\_  
Audio Tech \_\_\_\_\_ Phone \_\_\_\_\_ Florist \_\_\_\_\_ Phone \_\_\_\_\_

**LOCATION OF RECEPTION** \_\_\_\_\_  
Caterer \_\_\_\_\_ Phone \_\_\_\_\_

<b>COSTS:</b>	<b>FBC MEMBER</b>	<b>NON-MEMBER</b>	<b>AMOUNT DUE</b>
Sanctuary	\$300	\$500	\$ _____
Set-up (Custodial)	\$250	\$350	\$ _____
Audio/Lighting Technician (Includes Tech fee and cassette tape of ceremony)	\$150	\$175	\$ _____
Video Technician*	\$50	\$75	\$ _____
Organist Fee	\$100	\$100	\$ _____
Wedding Director	\$200	\$200	\$ _____
Reception	\$150	\$200	\$ _____
Special Effects			
Total Tech Fee (per page 13)			\$ _____
Total Usage Fee (per page 13)			\$ _____
		<b>TOTAL FEES</b>	<b>\$ _____</b>

It is the responsibility of the Bride and Groom to provide payment directly to First Baptist Church of Broken Arrow for all the fees referenced above. **Payment is due in full two weeks prior to the wedding date.** Payment may be made by cash or check.

I, the undersigned, do affirm that I have read *Preparing for Marriage: FBCBA Wedding Policies and Procedures* pertaining to the use of church facilities and hereby agree to comply with the rules and regulations governing the use of the church buildings and agree to be responsible for any damages that may occur to the building or the equipment during use.

\_\_\_\_\_  
Bride's Signature

\_\_\_\_\_  
Groom's Signature

*Please list on reverse side the things you need available in the sanctuary for the ceremony.*

**First Baptist Church**  
**100 West Albany**  
**Broken Arrow, OK 74012**  
**(918) 258-4575**

**WEDDING RECEPTION APPLICATION**

Date of Application \_\_\_\_\_

To be submitted to the Church Receptionist at least 2 weeks before the wedding. A check for appropriate tablecloth cleaning fees should accompany application.

**WEDDING DATE** \_\_\_\_\_

Consultation Date: \_\_\_\_\_

Bride Elect \_\_\_\_\_

Time of Wedding: \_\_\_\_\_

Groom \_\_\_\_\_

Size of Wedding \_\_\_\_\_

Phone \_\_\_\_\_

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Person responsible for Reception \_\_\_\_\_ Phone \_\_\_\_\_

Caterer \_\_\_\_\_ Phone \_\_\_\_\_

Reception Hostess \_\_\_\_\_ Phone \_\_\_\_\_

Servers \_\_\_\_\_

Clean-Up \_\_\_\_\_

Time ACR/Foyer to be Decorated \_\_\_\_\_ Florist \_\_\_\_\_ Phone \_\_\_\_\_

Time Cake to be Delivered \_\_\_\_\_

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Please use the space below to sketch a diagram of the room set-up you prefer for your reception.

**First Baptist Church**  
**100 West Albany**  
**Broken Arrow, OK 74012**  
**(918) 258-4575**

**REQUEST FOR AUDIO EQUIPMENT**

Date of Request \_\_\_\_\_

To be submitted to the Church Receptionist at least 2 weeks before the wedding date.

**Wedding Date** \_\_\_\_\_ Time \_\_\_\_\_  
Day of Week                      Month                      Day                      Year

**Rehearsal Date** \_\_\_\_\_ Time \_\_\_\_\_  
Day of Week                      Month                      Day                      Year

**Equipment Needed:** CD Deck \_\_\_\_\_ Tape Deck \_\_\_\_\_ Number of Microphones \_\_\_\_\_

**Special Music:** Describe number of soloists, instrumentalists, etc.

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Cassette recorded music to be used. Please list what you have provided and describe how and when it is to be used.

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Are you using a videographer? \_\_\_\_\_ Name \_\_\_\_\_ Phone \_\_\_\_\_

Does he/she use a lapel microphone? \_\_\_\_\_

**Bride Elect** \_\_\_\_\_ Phone \_\_\_\_\_

The Audio Technician is provided for the rehearsal and wedding only. Additional services may be arranged through the Church Receptionist for an hourly fee.

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**Office Use Only**

Church Receptionist: Please forward a copy to Audio Technician and keep copy for your files.



**First Baptist Church**  
**100 West Albany**  
**Broken Arrow, OK 74012**  
**(918) 258-4575**

**SERVICE AND SUPPORT REQUEST**

Date of Request \_\_\_\_\_

To be submitted to the Church Receptionist at least 2 weeks before the wedding.

**WEDDING DATE** \_\_\_\_\_

Time of Wedding \_\_\_\_\_

Room(s) Needed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Please use the space below to sketch a diagram of the stage set-up you prefer for your wedding ceremony.