

First Baptist Church, Post Office Box 3157, Aiken, SC 29802-3157

FAX NUMBER (803) 648-4453

MEMBER WEDDING REQUEST FORM

_____ and _____
Bride **Groom**

Wedding Date: _____

Schedule of Fees	Total Amount	Check Needs	Amount Paid	Balance Due
Required				
Use of Sanctuary, Bride's Room, and Parlor	0.00	<input type="checkbox"/>		
Custodial Fee (Double-Holiday)	175.00	<input type="checkbox"/>		
Wedding Director Fees	400.00	<input type="checkbox"/>		
<small>Includes consultation, rehearsal, and wedding</small>				
Sound and Lighting for Wedding (Double-Holiday)	150.00	<input type="checkbox"/>		
Sound and Lighting for Rehearsal (Double-Holiday)	100.00	<input type="checkbox"/>		
Optional				
Candles: Unity (3) or Pew End (20)	1.00 per candle	<input type="checkbox"/>		
Custodial Fee (Double-Holiday)	50.00	<input type="checkbox"/>		
Moving Choir Chairs Custodial Fee (Double-Holiday)	60.00	<input type="checkbox"/>		
Other Custodial Needs	Varies	<input type="checkbox"/>		
Use of Fellowship Hall	0.00	<input type="checkbox"/>		
Minimum Custodial Fee (Double-Holiday)	150.00	<input type="checkbox"/>		
Use of Roberts Building	0.00	<input type="checkbox"/>		
Minimum Custodial Fee (Double-Holiday)	60.00	<input type="checkbox"/>		
Video Services (Approval Required) (Double-Holiday) <small>\$200 is non-refundable if cancellation occurs.</small>	<small>Fee to be determined after consultation with Audio/Visual</small>	<input type="checkbox"/>		
Caterer Consultation with Director of Food Services	50.00	<input type="checkbox"/>		
Refundable deposit for use of kitchen	100.00	<input type="checkbox"/>		
TOTAL DUE	Minimum \$825			

To be turned in to the Office Manager. The audio sound fee should be paid upon approval of the request to reserve the church, and all other fees must be paid one month prior to the wedding. In the event the wedding is canceled, fees will be returned unless facilities have already been prepared for the wedding. Video services are approved after meeting with Audio/Visual Chair. (See pages 20 and 21 of the Wedding Policy Manual for further information regarding fees and to whom the payment is to be made.)

Fee Received by: _____ **Amount Received:** _____ **Balance due by:** _____

REHEARSAL: Date _____ Time _____ Place _____ No. Expected _____
REHEARSAL DINNER: Date _____ Time _____ Place _____ No. Expected _____
WEDDING: Date _____ Time _____ Place _____ No. Expected _____
RECEPTION: Date _____ Time _____ Place _____ No. Expected _____

CATERER: _____ Delivery Time: _____
 Phone: _____ Address: _____

MINISTER TO PERFORM THE WEDDING SERVICE: _____
When setting date and choosing a FBC minister, please make contact with our minister prior to the actual submitted request. If you are using a Minister other than a First Baptist Church minister, please list that minister's name and address.

FIRST BAPTIST WEDDING DIRECTOR: The services of a First Baptist wedding director are required and coordinated through Allison Basile. She can be contacted via email at allisonbasile@wellsfargo.com or via phone at 803-645-8405.
 Allison Basile _____ Francine Alsbrooks _____ Jessica Campbell _____

ROOMS RESERVED: (Circle) Sanctuary Parlor/Brides Room Men's Robe Room Fellowship Hall
 Will the Groom and Groomsmen dress at the church? Yes _____ No _____

BRIDE: _____
Parents of Bride _____
Parents' Phone(s) _____
Bride's Address _____
Bride's E-mail Address _____
Cell Phone _____ Work Phone _____ Home Phone _____
Member of what church? _____

GROOM: _____
Parents of Groom _____
Parents' Phone(s) _____
Groom's Address _____
Groom's E-mail Address _____
Cell Phone _____ Work Phone _____ Home Phone _____
Member of what church? _____

ADDRESS OF COUPLE AFTER MARRIAGE: _____
HOME PHONE AFTER MARRIAGE: _____

INSTRUCTIONS FOR PLATFORM AND/OR SANCTUARY ARRANGEMENT: _____

GLOBES FOR WINDOWS: Yes _____ No _____ *Instructions for use on page 8 of the wedding manual.*

ORGANIST: _____
VOCALIST: _____
SONGS: _____
Approval of music and musicians required with James Bennett, our Associate Minister in Music. He can be reached at 648-5476.

PHOTOGRAPHER: _____ Address _____

VIDEO: Yes _____ No _____ **Need a Videographer:** Yes _____ No _____
Outside Videographer: _____ *Must meet with Audio/Visual team 1 month prior to wedding.*
Mailing Address (needed for policy letter) _____
Contact with First Baptist Audio team required for all weddings for audio sound and lighting and if video services are requested prior to approval of the wedding date. Video services are described on page 13 of the wedding manual.

FLORIST: _____ Address _____
Do you plan to leave the flowers for the Sunday Worship Service? Yes _____ No _____
If yes, please contact the Office Manager to assure the date has not already been reserved. See page 12 of the wedding manual.

I have read and accept the "Wedding Procedures" and "Information for Bride and Groom" of First Baptist Church and will cooperate accordingly to have a meaningful and well-planned wedding.

Signature of Bride or Groom _____ **Date** _____

PLEASE COMPLETE AND KEEP A COPY FOR YOUR PERSONAL RECORDS

I understand that I am responsible for anything I or my wedding party remove from the church sanctuary or any other part of First Baptist Church. I also understand that anything removed from its place will be put back before we leave.

Signature of Bride or Groom _____ **Date** _____

**Please draw a diagram of how you would like the tables and chairs arranged for your reception if it is being held in our Fellowship Hall or any special instructions for the Sanctuary.

A large, empty rectangular box with a thin black border, intended for drawing a diagram of table and chair arrangements for a reception. The box occupies most of the page below the instructions.