

**First Baptist Church, Post Office Box 3157, Aiken, SC 29802-3157
WEDDING REQUEST FORM**

_____ and _____
Bride **Groom**
Wedding Date: _____

Schedule of Fees	Church Member Fee	Non-Member Fee	Check Needs	Amount Paid
Required				
Use of Sanctuary, Bride's Room, and Parlor	0.00	335.00	<input type="checkbox"/>	
Custodial Fee (Double-Holiday)	200.00	200.00	<input type="checkbox"/>	
Wedding Director Fees Includes consultation, rehearsal, and wedding (8 hours)	400.00	450.00	<input type="checkbox"/>	
Sound and Lighting for Wedding (Double-Holiday)	150.00	150.00	<input type="checkbox"/>	
Sound and Lighting for Rehearsal (Double-Holiday)	100.00	100.00	<input type="checkbox"/>	
	Minimum \$850	Minimum \$1,235		
Optional				
Candles: Unity (3), or Pew End (20)	1.00 per candle	1.00 per candle	<input type="checkbox"/>	
Custodial Fee (Double-Holiday)	50.00	50.00	<input type="checkbox"/>	
Moving Choir Chairs Custodial Fee (Double-Holiday)	60.00	60.00	<input type="checkbox"/>	
Use of Fellowship Hall	0.00	150.00	<input type="checkbox"/>	
Minimum Custodial Fee (Double-Holiday)	250.00	250.00	<input type="checkbox"/>	
Use of Roberts Building	0.00	0.00	<input type="checkbox"/>	
Minimum Custodial Fee (Double-Holiday)	75.00	75.00	<input type="checkbox"/>	
Video Services (Approval Required) (Double-Holiday) \$200 is non-refundable if cancellation occurs.	Fee to be determined after consultation with Audio Visual Team	Fee to be determined after consultation with Audio/Visual Team	<input type="checkbox"/>	
Caterer Consultation with Director of Food Services Refundable deposit for use of kitchen	50.00 100.00	50.00 100.00	<input type="checkbox"/> <input type="checkbox"/>	
TOTAL DUE				

To be turned in to the Director of Administration. The Sanctuary fee and Fellowship Hall fee (as applicable) 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 the Audio/Visual Team.

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 _____

MINISTER TO PERFORM THE WEDDING SERVICE: _____
When setting date and choosing an AFBC minister, please contact the minister prior to the actual submitted request. If you are using a Minister other than an Aiken's 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 the Director of Administration.

WEDDING COORDINATOR/PLANNER (if applicable): _____ **PHONE:** _____

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

WHO IS PRIMARY CONTACT FOR WEDDING? _____ **PHONE:** _____

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

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

ADDRESS OF COUPLE 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 the Director of Music and Worship. The Director can be reached at 803-648-5476.

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

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 Aiken's 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.

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

I have read and accept the "Wedding Procedures" and "Information for Bride and Groom" of Aiken's 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 Aiken's 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** _____

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

THIS FORM MUST BE RETURNED TO THE ABOVE ADDRESS TWO MONTHS BEFORE THE WEDDING.

TO: Wedding Floral Designer

We ask that you use the following guidelines in decorating:

1. The Sanctuary is a place of beauty, and elaborate decorations are not necessary. More festive decorations may be used, however, so long as the symbolic appointments of the Church are not disguised or obscured. Sanctuary decorations for the seasons of the Christian year are not to be removed for weddings.
2. Aiken's First Baptist requests that the present Communion Table not be removed from the Sanctuary. It will be placed to the right of the stage area facing the baptistry against the wall. If you choose to use our other Communion Table, which matches the railing, it will be placed against the railing on the stage area. We will place the Bible and cross on it. If an observance of Communion will be held during the wedding ceremony, be aware that the practice of this church is that Communion be shared by all gathered, not just the bride and groom.
3. All candles must be in suitable candle holders or candelabra, and no decorations which conflict with local fire ordinances may be used. Candles in holders attached to the pews must be those provided by Aiken's First Baptist Church.
4. If you wish to use candles in the Sanctuary windows, it is required that hurricane globes be used. The church has globes available. It will be the wedding party's responsibility to clean the globes before the wedding, but not afterwards. If any are broken, you will be expected to replace the globe. Candles need to be provided by the bride and groom.
5. Adequate caution should be taken to prevent candle drippings on carpet and furnishings. Even non-drip candles sometimes drip when air from the heating/cooling system blows directly on them. The florist or other persons decorating shall be responsible for removing candle drippings from the carpet, the floor, and the furnishings.
6. The pulpit may be moved only by the church staff.
7. Appropriate floral arrangements should be planned by the bride and groom in consultation with the floral designer. We ask that the Floral Designer schedule to begin decorating the morning of the wedding. If additional time is needed, the Floral Designer is asked to coordinate with the assigned Wedding Director. It is the responsibility of the floral designer to make early arrangements for entering the church building to decorate and to dismantle the same immediately following the ceremony. The church office can issue a door key to the florist for this purpose, or specific plans can be made with the Wedding Director to tend to this matter.
8. Flowers for weddings may be left in the Sanctuary for the morning worship service in honor of the bride and groom or to honor or memorialize a loved one or friend, provided the date has not been reserved. If leaving the flowers, please contact the Church Office at 803-648-5476 and a note will be printed in the order of worship.
9. Upon approval of the Director of Administration, only silk or artificial flower petals can be scattered on the carpet by a flower girl at an additional cost. This is a time-consuming task to clean up because petals do not stay in place. Real flower petals are not allowed under any circumstances.
10. Other than candles in holders attached to the pews, nothing else can be attached. This includes nails, screws, staples, tape, or florist putty. Decorations used should not damage floors, carpet, or furniture. Adhesive may not be used on the floors.

FLORAL DESIGNER – Please sign and return this form to the above address two months prior to the wedding.

Florist

Date

First Baptist Church, Post Office Box 3157, Aiken, SC 29802-3157
THIS FORM MUST BE RETURNED TO THE ABOVE ADDRESS TWO MONTHS BEFORE THE WEDDING.

TO: Wedding Photographer

Pictures are a treasured possession. Because a wedding is a sacred occasion, we request that these procedures be followed in the taking of photographs.

1. Photographers must not interfere with the worship experience of the congregation or intrude upon the worship setting. The photographer shall not move through the Sanctuary during the wedding ceremony.
2. Flash pictures may not be taken during the ceremony. Time exposures or videos may be taken from the back balcony during the ceremony with prior approval from the Audio/Video Team; the choir loft and chancel areas may not be used for such purposes.
3. No pictures which require additional lighting of any kind may be taken during the ceremony, and no photographic equipment which makes noise may be used during the ceremony.
4. The photographer may take flash pictures of the bride and groom as they recess from the Sanctuary. Flash pictures may also be made before the wedding begins and following the ceremony.
5. It is respectfully requested that post-wedding pictures with the minister be taken first and that the photographer excuse the minister before proceeding to take other pictures of the wedding party.
6. Additionally, wedding guests should be discouraged from taking any photographs during the ceremony.

PHOTOGRAPHER – Please sign and return this form to the above address two months prior to the wedding.

Photographer

Date

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

THIS FORM MUST BE RETURNED TO THE ABOVE ADDRESS TWO MONTHS BEFORE THE WEDDING.

TO: Wedding Videographer

Videos are a treasured possession. Because a wedding is a sacred occasion, we request that these procedures be followed in the taking of videos.

1. If you are using an outside videographer, that individual must meet with our Audio/Video Team for approval at least two months before the wedding. There is a consultation fee of \$30 to cover the cost of the meeting.
2. Videotaping of the service is only permitted from the balcony. Video cameras may be operated from the balcony with no movement and only from the three stations utilized for Sunday worship services. No operator may be in the choir loft or at any location on the main floor visible to the guests as they are seated (approximately 30 minutes prior to the ceremony).

WEDDING VIDEOGRAPHER – Please sign and return this form to the above address two months prior to the wedding.

Videographer

Date

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

THIS FORM MUST BE RETURNED TO THE ABOVE ADDRESS TWO MONTHS BEFORE THE WEDDING.

TO: Caterer

We ask that the caterer follow the following guidelines for use of the church's kitchen and fellowship hall.

1. Arrangements for the use of the kitchen must be cleared with the Food Services Team Lead. The caterer must meet with the Food Services Team Lead at least two months prior to the wedding. The Food Services Team Leader will assist the caterer in knowing what equipment is available for use and how to use and clean the equipment. She will also ensure that there is enough refrigerator space and, if necessary, freezer space. The required deposit fee for caterers will be refunded provided all kitchen equipment is left in the way it is found and there are no broken, damaged, or missing supplies. Warming units may not be used unless a special request is made and you understand how to properly use and clean the units.
2. Linens, tablecloths, and detergents are not furnished. Smoking is not allowed in any of the church facilities. No alcoholic beverages may be served on church grounds or within the church facilities.
3. No nails, tacks, or wire may be used on walls, tables, or furnishings in the Family Life Center. Decorations must be in suitable containers; the furnishings and floor must be protected from wax drippings.
4. All counters, cooking surfaces, tables and serving line should be wiped clean upon your departure. All spills should be cleaned up.
5. Please use hot water and dish soap to clean equipment including silverware and pans then return them to their proper place. Shelves and drawers are labeled for your convenience.
6. All sinks should be grease and food free.
7. Screen in bottom of dishwasher should be food free.
8. Coffee cart should be wiped down and rolled into the kitchen for storage.
9. Please don't remove kitchen items without consulting the Food Services Team Leader.
10. Please remove all left-over or unused food and drink items from the kitchen and refrigerator. Remember, ALL food items left more than 24 hours will become public property.
11. All trash should be removed before you leave. The church dumpster is located in the parking lot beside the Roberts building.
12. The church cannot be responsible for personal property or equipment left in the building.
13. Please turn off all lights and lock the door.

CATERER – Please sign and return this form to the above address two months prior to the wedding.

Caterer

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.