

policies + procedures

• WEDDINGS •



A N S B C F E L L O W S H I P

PO Box 857/822 Scott St • Senatobia MS 38668
P 662/562-4900 • lifepointsenatobia.com

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CHECKLIST OF RESPONSIBILITIES

Below you will find a timeline from when you first contact the Church Office through your anticipated wedding date.

- / Couple receives Policies + Procedures Packet from Pastor's Secretary
- / Couple turns in Application Form to Pastor's Secretary to request wedding date
- / Wedding date is scheduled on the Church calendar. No dates are accepted sooner than 8 months prior to wedding date. Wedding date is **confirmed** once couple **finishes** counseling and is approved by minister for marriage.
- / Couple confirms officiating minister with Pastor's Secretary
- / Officiating minister contacts couple to set up premarital counseling
- / Couple participates in premarital counseling
- / Couple confirms everything completed for a marriage license. Please note: Obtaining a marriage license is the responsibility of the wedding couple, not the officiating minister. A marriage license is obtained through the Circuit Clerk at the Tate County Courthouse (662)562-5211.
- / 1 month prior to wedding date, couple completes and returns all wedding planning forms and agreements to the Church Office
- / 2 weeks prior to wedding date, couple turns in **ALL** fees to the Pastor's Secretary

YOUR WEDDING

Welcome to the excitement and challenge of planning your wedding! We at Lifepoint Church offer this guide with the earnest hope that it will assist you in making your marriage ceremony as beautiful, memorable and Christ-centered as possible.

The staff at Lifepoint Church excited to help, support and pray for you as you prepare for your wedding day and the life that you and your fiancée will begin together.

STATEMENT ON MARRIAGE

For a fuller understanding of God's intent for your marriage, please read the following statement on marriage and family.

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption. Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loves the church. He has the God-given responsibility to provide for, to protect, and to lead His family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7.

THE USE OF CHURCH FACILITIES

The following criteria are used in determining whether or not a wedding may be scheduled at Lifepoint Church.

REQUIREMENTS

Church Membership

The bride, the groom, or one parent must be a member of Lifepoint Church. Non-members must submit their request in writing for usage of the worship center. Upon approval of this request, the couple must adhere to the policies contained in this document.

Ministerial Approval

Couples desiring to be married at Lifepoint Church must meet with a member of the ministerial staff for approval and counseling. This minister may be selected by the couple and may perform the ceremony. Approximately 12 weeks are needed for the scheduling of counseling sessions. A minister from another Baptist church or other evangelical denomination may be permitted to officiate in the wedding ceremony, subject to the approval of the Pastor.

SCHEDULING

As soon as you have begun to make plans for marriage, you should contact the Pastor's Secretary to fill out the necessary forms for scheduling a date. We will make every effort to schedule your wedding date on the day that you desire. However, this may not be possible, so we suggest that you have several dates in mind. **No wedding date may be confirmed sooner than 8 months in advance.**

Generally, weddings are scheduled on Saturdays, with rehearsals on Friday nights. However, weddings can be scheduled for any day of the week provided it does not conflict with the church calendar. Due to many holiday activities, the sanctuary will typically not be available for December weddings. If a December wedding is planned, the couple should be aware that no Christmas decorations should be altered or moved.

No wedding date is official until the Reservation Form has been turned in, church membership requirements have been met, and approval by a ministerial staff member has been given. Once these requirements have been met, the Pastor's Secretary will put the date on the church calendar.

PLEASE NOTE that any changes requested for the time or place of the wedding, rehearsal, or reception are very difficult to make because of other scheduled events at Lifepoint Church. Any and all changes requested must be directed to and will be confirmed by the Pastor's Secretary. **PLEASE MAKE NO PUBLIC ANNOUNCEMENTS OF YOUR**

MARRIAGE ARRANGEMENTS UNTIL THEY ARE CONFIRMED.

THE USE OF CHURCH FACILITIES

POLICIES RELATED TO CHURCH FACILITIES

1. The sanctuary may be decorated during special celebrations, holidays, or promotional times. It is understood that these decorations **WILL NOT** be removed for weddings.
2. Alcoholic beverages will not be served, consumed nor allowed on the church premises. Any wedding party member found to be under the influence of alcohol or drugs will not be permitted to participate in the rehearsal, wedding or reception.
3. The use of tobacco products is not permitted anywhere on the premises.
4. Because the wedding ceremony is a sacred occasion, no flash photographs may be taken during the ceremony.
5. Please make sure that the bride and groom's departing processional takes place **outside** of the building. Birdseed, rather than rice, may be thrown as the couple departs. The Pastor's Secretary must approve anything thrown or used other than birdseed.
6. The bride and her family are responsible for all personal items brought to the church during the rehearsal, wedding or reception. If rented or borrowed property is used, it is the bride and her families' responsibility to see that it is returned immediately after the wedding. With weddings often taking place on the weekends, it is not the responsibility of the church to store articles used in the wedding until the rental company can pick them up on a regular workday. Please make arrangements with the rental company to pick up all items as soon as the wedding is over. Lifepoint will not be liable for anything that is lost, stolen or damaged.
7. If the minister is expected to wear formal attire, it is the responsibility of the groom or the groom's family to make arrangements to rent, pick up and return the minister's tuxedo. Otherwise, he will wear a dark suit.
8. Use of nails, screws, uncovered wire or anything that might mar the chairs, floors, walls or any other part of the Church campus is prohibited.
9. Liability is hereby placed on the couple being married if any damage is caused to the facilities as a result of a violation of any of the above policies.

WEDDING FEES

Fees for building usage including custodial are due in the church office NO LATER than 60 days prior to the wedding date. All other fees should be paid to the individual no later than the night of the rehearsal. The Pastor must approve any deviation from this fee policy.

BUILDING USAGE

Active Members (Includes children of members)	\$0
Non-Members	\$500

CUSTODIAL

Worship Center	\$100
Wedding Ceremony Only, includes rehearsal	

Worship Center and Reception	\$150
Limited to Worship Center, foyer and kitchen	

SOUND

No wedding at Lifepoint Church can use sound equipment without Lifepoint approved technicians. Contact Worship Pastor to confirm a technician at (662) 562-4900.

Sound Technician	\$100
Includes rehearsal	

INSTRUMENTAL

The instrumentalist determines instrumental Fees. If you need a list of available keyboardist, please contact Lifepoint's Worship Pastor.

HONORARIUM

While many churches have set honorarium fees for the officiating minister, at Lifepoint we have no set fee. We recognize the duty of ministers to celebrate and officiate in God honoring marriages within the local Church. Although we have no set fee, it is customary for the officiating minister to receive an honorarium. Please give thoughtful and prayerful consideration to this.

OFFICIATING MINISTER

All of the ministers at Lifepoint Church regard it a privilege to conduct marriage services. It may be that you have a special relationship with one of the ministers and want him to work with you in planning your wedding. If that is not the case, or if the minister of your choice is already committed for the date on which you have planned to be married, the Pastor's Secretary will be glad to work with you to contact another minister.

When you fill out the Reservation Form to reserve your wedding date you should indicate the name of the minister you prefer to conduct the ceremony and perform the counseling. The Pastor's Secretary will then confer with the minister you have selected to confirm availability and begin the process of scheduling marriage counseling. **PLEASE NOTE: NO WEDDING DATE CAN BE CONFIRMED UNTIL A COUPLE MEETS WITH A MINISTER.**

NOTE: The Lead Pastor of Lifepoint Church must preapprove any guest minister.

PREMARITAL COUNSELING

Because we believe that pre-marital counseling is essential in preparation for Christian marriage, it is mandatory that couples desiring to be married at Lifepoint Church complete premarital counseling with someone from our Ministerial Staff or an approved minister. Couples will have no less than 6 (six) counseling sessions but this may vary depending on the minister counseling. Wedding dates may be reserved on the church calendar however, no wedding date can be confirmed until a couple meets with a minister and has his approval.

PREMARITAL RELATIONSHIP

It is the policy of the Ministerial Staff of Lifepoint Church that no couple be joined in marriage who is presently living together. It has always been God's design that couples live separately until they are united in marriage. (Note 1 Corinthians 6:18-20) Our ministers are prepared to talk with you about this.

SECOND WEDDINGS

As previously mentioned, approval must be obtained from the staff minister of your choice and the pastor. After it has been determined that the wedding will take place at Lifepoint, there are special decisions that must be made.

First consider the type of wedding. If the groom has been previously married, then it is considered both proper and tasteful for the couple to have a formal wedding with all the trimmings, and for this first-time bride to wear the traditional white gown and veil. A bride that has been married before may have a formal wedding but with certain modifications. For example, rather than having the bride's father give her away, the couple may choose to walk down the aisle together. Or, perhaps only Honor Attendees will stand up with the couple, but other attendants are certainly permissible.

Because of the significance and meaning of the traditional white wedding gown with train and veil, it is unlikely that a previously married bride would choose this attire; there is,

however, a great deal of freedom today to choose the style and color that are just right for her, subject to the guidelines in the Dress Section. The groom's attendants' attire is dictated by what the bride chooses to wear.

While children from a previous marriage may certainly participate in the wedding, any type of family dedication should be planned for another time.

The heart of any wedding is the ceremony itself, and you will want to discuss yours with the conducting minister. This is a special time for you, your fiancée and your families, and we want to be of service in any way possible. Please contact the Pastor's Secretary if you have any questions.

MUSIC SELECTION

The Worship Pastor must approve all music, instrumentalists and vocalists.

Music needs to be approved at least nine (9) weeks prior to the wedding. If you wish to use an accompaniment CD, it also must be approved. Music not submitted for approval will be disallowed. Music should be submitted on one CD and a copy of lyrics including the performing artist should be included.

The Worship Pastor is available to assist you in securing musicians for your wedding and reception if you wish. This process must begin at least nine (9) weeks before your wedding. Fees for instrumentalists and vocalists vary. It is wise to inquire about the fee a musician or vocalist charges when you first discuss the possibility of their playing or singing at your wedding. Fees are affected by the amount of time involved in planning and rehearsing your music. The Worship Pastor must approve instrumentalists and vocalists.

The sound technician will be available one hour before the wedding and for the rehearsal.

ENSURING A CHRIST CENTERED WEDDING

COORDINATION AND DIRECTION

The couple is responsible for their own wedding coordinator. The officiating minister will work with you and has final approval upon the direction of the rehearsal and wedding. It's wise to plan the ceremony rehearsal with your wedding coordinator prior to the rehearsal time. This will ensure all elements of the ceremony are covered and done so in a timely manner.

DRESS

Weddings at Lifepoint are holy occasions. Therefore, it is expected that the wedding couple will select attire for themselves and the wedding party that is both tasteful and modest.

Extremely low dress necklines (front or back) or skirts too short or with high slits are considered inappropriate. Please email a jpeg copy of your wedding dress and bride's maid's dress to the church secretary. If there is question about attire appropriateness, please contact the Pastor's Secretary prior to the wedding.

MUSIC

Because Lifepoint weddings are worship services as well as beautiful, meaningful and biblical ceremonies, all vocal music must be sacred. Please see the Music Selection section of this Policy + Procedure packet for music guidelines.

EQUIPMENT

The couple is responsible for any equipment used for the wedding. Lifepoint does not provide any equipment. A sheet of instructions for the florist, photographer and caterer is included in this packet.

VIDEO TAPING

This is a lovely way to preserve the memory of your ceremony for a lifetime. Video taping is allowed by someone of your choosing.

RECEPTIONS

Plans for your reception at Lifepoint Church are also handled through the Pastor's Secretary. Outside catering is permitted. All caterers must be officially licensed. Reception must conclude within 2.5 hours from time wedding begins (i.e., a wedding that begins at 7 PM must end by 9:30 PM). The custodian will begin cleaning at that time.

FLORIST

TIMES

Typically, you may begin decorating the morning of the wedding. However, final approval should be obtained at least two weeks in advance. Decorations should be completed at least one hour before the wedding ceremony begins.

EQUIPMENT

It is the policy of Lifepoint not to supply any equipment used in the wedding. Drip less wax candles may be used in aisle candleholders only with glass chimneys. Use of nails, screws, uncovered wire, etc. that could mar chairs, floors, walls, etc. are not permitted. We ask that you be extremely careful around all sound equipment, musical instruments, etc. No candles should be placed where they could possibly drip or fall on the musical instruments or church equipment. All spraying of foliage **MUST** be done outside of the building.

CLEANUP

We ask that you clean up after you finish decorating, including your preparation area, stage, aisle, etc. **ALL** equipment must be removed from the church immediately following the

wedding. Lifepoint cannot store wedding equipment.

FLOWERS

Flowers should not be used in any way that might damage church property.

REMINDER

Being a good steward of Lifepoint facilities is expected of anyone associated with the wedding party. We ask that anyone working prior, during or after the wedding dress modestly and help to keep our building clean. It is the responsibility of the wedding couple to ensure that anyone associated with the wedding is informed of the guidelines defined within this packet.

•••ALL FLORISTS MUST FILL OUT AN AGREEMENT FORM•••

PHOTOGRAPHER/VIDEOGRAPHER

We are privileged to have many different people photograph weddings here at Lifepoint Church. The following guidelines will assist you and your photographer.

- All pictures/videos taken at Lifepoint must be posed and done in a manner that shows reverence for the Lord. These facilities have been dedicated to the glory of God and anything that takes place here should be done with that in mind.
- Please return any furnishings that you move to pose for pictures to their original positions before the wedding begins.
- Flash photography will not be allowed during the wedding ceremony.

•••ALL PHOTOGRAPHERS/VIDEOGRAPHERS MUST FILL OUT AN AGREEMENT FORM•••

weddingapplication

Lifepoint Church

PO Box 857/822 Scott St
Senatobia MS 38668
lifepointsenatobia.com
P (662) 562-4900

Office: 4294 Hwy 51 S
8 AM-5 PM M/Tu/Th
8 AM-2 PM W/F
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Bride Information

Name (last, first, middle)

Address

City	State/Zip	Email	
Church Membership	Home Phone	Cell Phone	Work Phone

Bride's Parents (name, address, phone)

Groom Information

Name (last, first, middle)

Address

City	State/Zip	Email	
Church Membership	Home Phone	Cell Phone	Work Phone

Groom's Parents (name, address, phone)

Wedding Information

Date	Time	Photographer	
Coordinator (name, phone number)		Coordinator Email	
Florist (name, phone number)		Videographer	
Officiating Minister	Minister's Church (name, city, state)	Minister's Phone	

Rehearsal Information

Date	Time	Dinner at Lifepoint? / Yes / No
Caterer (name, city, phone number)		If not, where?

Reception Information

Reception at Lifepoint? / Yes / No If not, where?

Caterer (name, phone)

This completed form, along with fee deposit and signed Wedding Policy and Procedure Agreement, must be turned in to the Church Office to begin the process of confirming your wedding date.

...For Office Use Only...

Date Form Received ____/____/____

policy + procedure agreement

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The staff of Lifepoint Church in Senatobia, MS desire to establish a good working relationship with our wedding parties. With that in mind, we ask that the wedding couple and their families along with the wedding party understand and agree to the policy and procedures established. We require that the bride and groom carefully read our Wedding Policies and Procedures.

Though this is a festive and joyous occasion for everyone, certain guidelines are necessary to ensure the holiness of the marriage ceremony and the good stewardship of our church facilities. After reading our Wedding Policy and Procedures, sign below as an indication that you agree with these policies and will honor them.

We look forward to working with you and your families in the months ahead. If you have any questions, contact the Church Office.

Agreement

I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS OF THE WEDDING POLICY AND PROCEDURES FOR LIFEPOINT CHURCH IN SENATOBIA, MS.

Groom Signature

Printed Name

Signature

Date

Bride Signature

Printed Name

Signature

Date

Return this signed form along with the Wedding Application Form and Fee Deposit to the Lifepoint Church Office. Your wedding will not be confirmed until these items have been completed and turned in.

catering agreement

Lifepoint Church

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8 AM-5 PM M/Tu/Th
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It will be necessary to provide the Lifepoint Church Office with the following information at least 2 (two) weeks in advance of the wedding event:

- Time schedule for the building and kitchen to be available for pre-event preparations.
- Time schedule for the building and kitchen to be available for the wedding event to be catered.

Guidelines

Kitchen equipment MAY NOT be removed from the Lifepoint campus.

No food or beverages are allowed in carpeted areas of the Lifepoint campus.

All food must be stored in the kitchen – NO EXCEPTIONS.

The exhaust hood fan above the cooking equipment should be operating when food preparation is in progress.

Caterer will be responsible for any loss or damage of Lifepoint equipment or supplies.

Preparation of food outside of the specified kitchen area will not be allowed.

Caterers who fail to abide by these policies will be prohibited from future use of Lifepoint facilities.

The caterer must provide his/her own table linens, kitchen towels, soap, dishes, plastic bags, foil, disposable containers, etc. Lifepoint does not provide paper products, such as: plates, cups, napkins and silverware.

Agreement

I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS OF THE CATERING GUIDELINES FOR LIFEPOINT CHURCH OF SENATOBIA, MS

Caterer Signature

Printed Name and Phone Number

Signature

Date

This form is to be completed and turned in to the Church Office NO LATER than 1 (one) month prior to the wedding date.

floristagreement

Lifepoint Church

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Lifepoint Church of Senatobia, MS permits flowers and decorations only under conditions that maintain the reverence and dignity appropriate for a worship service. Therefore, we require the following guidelines be followed.

Guidelines

Lifepoint does not supply any equipment used in the wedding rehearsal, ceremony or reception.

Drip less wax candles may be used in aisle candleholders only with glass chimneys.

Use of nails, screws, uncovered wire, metal clamps, etc. that could mar seats, floors, walls or any church property are not permitted.

We ask that you be extremely careful around all sound equipment, musical instruments, computers, etc. NO candles should be placed where they could possibly drip or fall on these items.

All spraying of foliage MUST be done outside of the building.

We ask that you clean up after you finish decoration, including your preparation area, stage, aisles, etc. ALL equipment must be removed from the church property immediately following the wedding.

Please label all corsages and boutonnieres.

Being a good steward of Lifepoint facilities is expected of anyone working for the wedding party. We ask that you please dress modestly and help keep our building tidy. Smoking is not allowed anywhere in the building or around entrances.

Agreement

I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS OF THE FLORIST GUIDELINES FOR LIFEPOINT CHURCH OF SENATOBIA, MS

Florist Signature

Printed Name and Phone Number

Signature

Date

This form is to be completed and turned in to the Church Office NO LATER than 1 (one) month prior to the wedding date.

photographer agreement

Lifepoint Church

PO Box 857/822 Scott St
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Please Note: This form should be read and signed by the photographer **and** the wedding couple.

Lifepoint Church of Senatobia, MS permits photography only under conditions that maintain the reverence and dignity appropriate for a worship service. Therefore, we require the following guidelines be followed.

Guidelines

All pictures taken on the Lifepoint campus will be posed in a manner that shows reverence for the Lord. These facilities have been dedicated to the glory of God and anything that takes place here should be done with that in mind.

Please return any furnishings that you move to pose for pictures to their original positions before the wedding begins.

Flash photography will NOT be allowed during the wedding ceremony.

Being a good steward of Lifepoint facilities is expected of anyone working for the wedding party. We ask that you please dress modestly and help keep our building tidy. Smoking is not allowed anywhere in the building or around entrances.

Agreement

I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS OF THE PHOTOGRAPHER GUIDELINES FOR LIFEPOINT CHURCH OF SENATOBIA, MS

Photographer's Signature

Printed Name and Phone Number

Signature

Date

Groom's Signature

Signature

Date

Bride's Signature

Signature

Date

This form is to be completed and turned in to the Church Office NO LATER than 1 (one) month prior to the wedding date.

videographer agreement

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Please Note: This form should be read and signed by the photographer **and** the wedding couple.

Lifepoint Church of Senatobia, MS allows video taping only under conditions that maintain the reverence and dignity appropriate for a worship service. Therefore, we require the following guidelines be followed.

Guidelines

The person of your choice may videotape the ceremony. Lifepoint Church will not provide video operators or equipment. The wedding couple must make these arrangements.

Videotaping should not distract attention from the worship service.

Lifepoint Church's sound system audio feed may be used **ONLY WITH THE APPROVAL** of the approved Sound Technician.

Being a good steward of Lifepoint facilities is expected of anyone working for the wedding party. We ask that you please dress modestly and help keep our building tidy. Smoking is not allowed anywhere in the building or around entrances.

Agreement

I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS OF THE VIDEOGRAPHY GUIDELINES FOR LIFEPOINT CHURCH OF SENATOBIA, MS

Videographer's Signature

Printed Name and Phone Number

Signature

Date

Groom's Signature

Signature

Date

Bride's Signature

Signature

Date

This form is to be completed and turned in to the Church Office **NO LATER** than 1 (one) month prior to the wedding date.

rehearsal dinner **ROOM SETUP**

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Groom/Bride Name	Rehearsal Date	Time
------------------	----------------	------

Dinner will take place in designated food areas.

Please have this set up by:	Date	Time
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Please check with the Pastor's Secretary to confirm what time facilities will be available for setup.

Setup

Please use this page to indicate how you would like all tables and chairs to be set up by drawing them into the space below.

Contact Information

Primary Contact Person

Email Address	Phone Number
---------------	--------------

This form is to be completed and turned in to the Church Office NO LATER than 1 (one) month prior to the wedding date.

wedding reception **ROOM SETUP**

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Groom/Bride Name

Reception Date

Time

Reception will take place (Include Name and Address).

Please have this set up by:

Date

Time

Please check with the Pastor's Secretary to confirm what time facilities will be available for setup.

Setup

Please use this page to indicate how you would like all tables and chairs to be set up by drawing them into the space below.

Contact Information

Primary Contact Person

Email Address

Phone Number

This form is to be completed and turned in to the Church Office NO LATER than 1 (one) month prior to the wedding date.