WEDDING POLICIES AND PROCEDURES
SAINT MARK UNITED METHODIST CHURCH
2901 COLUMBIANA ROAD
VESTAVIA HILLS, ALABAMA 35216

TO THE BRIDE AND GROOM

May your time of planning for this service of commitment be filled with joy and anticipation. May the love that all have for you and that you have for each other surround you and sustain you. May you love, honor and live together in faithfulness and patience that your lives will be filled with joy. May the home that you establish become a haven of blessing and a place of peace through Jesus Christ.

Your Wedding

In planning your wedding the following quote from “Manual, Methodist Altars” should be kept in mind:

“The church should be made as festive and beautiful as it is possible to make it, but it should be remembered that a church wedding is a service of worship and consecration, a religious ceremony. The bride-to-be has a wide range of choices as to the wedding she will have. It may be a civil ceremony, a home wedding with a sacred and impressive service, or she may choose to be married in a garden, surrounded by beautiful flowers. If she decides to be married at the altar of the church, then certainly no attempt should be made to change the church into a garden scene, or to move the furniture out to make room for an elaborate floral display.”

A couple desiring to use the sanctuary or any area of Saint Mark should contact the church secretary. She can check the church calendar to see if the date you are interested in is available. If it is, and you would like to reserve space, the first step is to fill out a wedding application and turn it in to the office. The date will then be reserved for you. If it is a non-member wedding, the date is tentative until 90 days before the wedding. A wedding director will be assigned for each wedding. She will work with you regarding policies, procedures and questions you might have. Weddings for non-members will not be scheduled for the following holidays: New Year’s Eve, New Year’s Day, Holy Week, Memorial Day, July 4th, Thanksgiving weekend, the month of December, or any staff-approved weekend events that might be a conflict.

Members will not be charged for the use of the sanctuary, fellowship hall or gym. A bride will be considered a member for the purposes of securing Saint Mark United Methodist Church for her wedding if she, the groom, or their parents have been members of Saint Mark for a minimum of six months prior to the application date.

Weddings for couples who are not members of Saint Mark cannot be confirmed prior to 90 days before the ceremony.

Minister

It is our policy to schedule premarital counseling sessions with the officiating minister of your wedding. We recommend that the senior or associate minister at Saint Mark conduct your wedding ceremony. However, should you choose to use a minister outside Saint Mark, your wedding director will get approval through the senior minister at Saint Mark. Should the visiting minister have questions, please have him/her contact the church office. The minister must have your license in hand prior to the ceremony; otherwise, there can be no wedding.

Music

A wedding is a sacred ceremony. The music should be fitting, appropriate, and of a spiritual nature. It should direct attention to God. The church music director and organist/pianist are available to help you in your planning for this part of the ceremony. You are responsible for paying for the service.* All fees for musicians (organist, pianist, solos, etc.) are negotiated individually and paid directly to the musician. In the event you choose an organist other than Saint Mark’s, the wedding director would need to be consulted.

The songs to be sung cannot be secular in form. All phases of the music must conform to the sacredness of the service. Only approved music of ecclesiastical and classical nature may be used. Love songs such as “I Love You Truly,” “At the Dawning,” “All For You,” etc., may be played or sung in the reception rooms but not in the sanctuary. There is a long list of beautiful and appropriate music which may be used. Our music director will be happy to discuss this with you.

*Consultation fees should be negotiated between the music director and the bride if this service is needed.
Photographers

Pictures may be taken before and after the wedding ceremony. It is the bride’s responsibility to notify friends and relatives attending the wedding that no photography is allowed during the service. Videotapes may be quietly taken at the back of the sanctuary. They may be set up in the choir loft if they are on a tripod and not a disturbance to the ceremony.

No flash pictures shall be taken in the sanctuary from the time the guests begin to arrive until the ceremony is completed. Please inform your photographer and friends of the procedure. Photographers violating this rule will be forbidden from taking pictures at future weddings at Saint Mark. Time exposures may be taken from the back doorway of the sanctuary only. NO FLASH PICTURES except as the couple leaves the church. To conserve time and prevent delay of the reception, pictures may be taken before the wedding begins.

Photographers not previously engaged for weddings at Saint Mark will be sent policy statements by the bride (See Attachment 2). The statement will be signed and returned to the church office within three weeks of the wedding.

Decorations

The Altar is the central object of furniture in the place of worship. Any candles must be dripless. All decorations should be arranged so as to direct attention above the Altar and toward the cross of the Altar. Care should be taken not to “over-decorate” for a wedding. Movement of furnishings in this area requires special permission from the senior minister. If this permission is granted, the bride’s family will need to assume responsibility for these furnishings to be put back in place for worship following the wedding.

White paraments will be used for weddings unless otherwise requested. All candles, flowers (unless to be for the Sunday morning worship service), and decorations should be removed from the church immediately after the wedding in order for the janitor service to have the church ready for the next service.

No tacks, nails, screws or other material may be used that might permanently mar, deface, or otherwise damage any part of the church building or furnishings. In the event there is damage to any church property, the parties responsible (those making the reservations) will be held fully responsible. Nothing may be thrown on the couple in the sanctuary, nor in any of the church buildings. Birdseed, bubbles or flower petals are recommended in lieu of rice.

Candles used in the candelabra must be protected by shields, cups, or foil paper on the carpet to prevent drippings. No flowers or candelabra are permitted in front of the Altar or on the piano or organ. No hurricane lamps or candles are permitted on windows or on the pews. Battery operated candles may be used instead. After the candles are extinguished, they should be permitted to cool for a few minutes before being removed so the liquid drippings will harden and not spill on the carpet.

Seasonal adornments (such as Chrismon tree) present in the sanctuary are not to be disturbed or moved. The wedding director will know in advance of special adornments or decorations in the sanctuary on the date of your wedding.

If an aisle cloth is used it must be attached to the carpet with pins. Carpets must be protected from the possibility of damage from candle wax or soiling from any floral decorations.

Florists must not block any entrances in the church building or chancel area with floral arrangements or greenery.

If flower girls are to drop flower petals, only artificial ones are allowed.

No food or beverages will be allowed in the sanctuary. No alcoholic beverages or controlled substances may be used on the church premises under any circumstances. Minister may refuse to perform a wedding service for anyone he or she considers to be under the influence of alcohol or controlled substance at the time of the wedding.

Florists not previously engaged for weddings at Saint Mark will be sent policy statements by the bride (See Attachment 3). The statement will be signed and returned to the church office within three weeks of the wedding.

Wedding Director

A wedding director from Saint Mark will be assigned for your wedding. The director will be a church member who serves in an adjunct staff position. She will serve you in planning the details of your wedding, and will give directions at the rehearsal and the wedding ceremony regarding the placement of the wedding party, entering and exiting, and other general matters. You may wish to specify which director at Saint Mark you would like to use at the time you schedule your wedding date.
The maximum number of hours the wedding director will spend on the day of the wedding is 6 hours. If a reception is planned at Saint Mark, an additional 3 hours will be allocated. If additional time is required, $25 per hour will be added to the fees stated on page 4.

A wedding director will not be required if your wedding is to be very small (just bride and groom), with no church reception, and if the Saint Mark minister is willing to assume responsibility for the work of the director. The wedding still needs to be put on the church calendar to avoid conflicting appointments.

A wedding director of your choice is acceptable as long as he/she works with the required wedding director from Saint Mark.

**Reception**

The Family Life Center / Gym or Fellowship Hall is available for receptions. The following is applicable to these facilities:

1. The church does not furnish tablecloths or any supplies for the reception.
2. No rice, confetti, or other similar material may be thrown inside the church building. It is strongly suggested that this material not be distributed at the reception.
3. No alcoholic beverages may be served and no smoking is allowed in any of the church facilities.
4. The parties concerned will arrange for the reception, through the wedding director, according to their own taste and pay for all expenses incurred.
5. In the event there is damage to any church property, the parties responsible (those making the reservations) will be held fully accountable.
6. If the Gym is used for the wedding reception the wedding may be no later than 2:00 P.M. and the reception must be over by 5:00 P.M.

**Deviations**

Any request not covered in policies and procedures should be presented in written form to the wedding director. The request or question will be taken under advisement and answered promptly in writing. If additional requests are approved fees may be added, i.e.: child care, additional classroom space, additional staff needed, etc.
MEMBERS
Members who use the church will be charged as follows:

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wedding Director</strong></td>
<td>$300.00 (Wedding Only)</td>
</tr>
<tr>
<td>*Wedding and Reception</td>
<td>$400.00</td>
</tr>
<tr>
<td>*Wedding and Rehearsal Dinner</td>
<td>$400.00</td>
</tr>
<tr>
<td>*Wedding, Reception and Rehearsal Dinner</td>
<td>$500.00</td>
</tr>
<tr>
<td><strong>Sound</strong></td>
<td>$125.00 (Wedding Only)</td>
</tr>
<tr>
<td>*Wedding and Reception</td>
<td>$250.00</td>
</tr>
<tr>
<td>*Wedding and Rehearsal Dinner</td>
<td>$250.00</td>
</tr>
<tr>
<td>*Wedding, Reception and Rehearsal Dinner</td>
<td>$350.00</td>
</tr>
<tr>
<td><strong>Minister</strong></td>
<td>Member’s Discretion</td>
</tr>
<tr>
<td><strong>Organist</strong></td>
<td>Negotiated</td>
</tr>
<tr>
<td><strong>Kitchen Staff</strong></td>
<td>$90.00 *$30.00 an hour… minimum of 3 hours</td>
</tr>
<tr>
<td><strong>Custodian</strong></td>
<td>See Below</td>
</tr>
</tbody>
</table>

Members will not be charged for the use of the sanctuary, fellowship hall, gym or kitchen. A bride will be considered a member for the purposes of securing Saint Mark United Methodist Church for her wedding if she, the groom, or their parents have been members of Saint Mark for a minimum of six months prior to the application date.

NON-MEMBERS
Non-members who are given permission to use the church will be charged as follows:

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sanctuary / Bride Room / Groom Room</strong></td>
<td>$750.00</td>
</tr>
<tr>
<td><strong>Wedding Director</strong></td>
<td>$300.00 (Wedding Only)</td>
</tr>
<tr>
<td>*Wedding and Reception</td>
<td>$400.00</td>
</tr>
<tr>
<td>*Wedding and Rehearsal Dinner</td>
<td>$400.00</td>
</tr>
<tr>
<td>*Wedding, Reception and Rehearsal Dinner</td>
<td>$500.00</td>
</tr>
<tr>
<td><strong>Minister</strong></td>
<td>$250.00</td>
</tr>
<tr>
<td><strong>Organist</strong></td>
<td>Negotiated</td>
</tr>
<tr>
<td><strong>Sound</strong></td>
<td>$125.00 (Wedding Only)</td>
</tr>
<tr>
<td>*Wedding and Reception</td>
<td>$250.00</td>
</tr>
<tr>
<td>*Wedding and Rehearsal Dinner</td>
<td>$250.00</td>
</tr>
<tr>
<td>*Wedding, Reception and Rehearsal Dinner</td>
<td>$350.00</td>
</tr>
<tr>
<td><strong>Family Life Center / Gym</strong></td>
<td>$400.00</td>
</tr>
<tr>
<td><strong>Fellowship Hall</strong></td>
<td>$150.00</td>
</tr>
<tr>
<td><strong>Kitchen</strong></td>
<td>$75.00 (room rental) + $90.00 (staff fee) = 165.00</td>
</tr>
<tr>
<td><strong>Custodian</strong></td>
<td>See Below</td>
</tr>
</tbody>
</table>

A check must be received three (3) months prior to the wedding to reserve the sanctuary, bride room and grooms room, and should be made payable to Saint Mark United Methodist Church. All other checks/cash are submitted to the Wedding Director or as noted in the Policies and Procedures.

CUSTODIAN
Members and non-members will be charged the following:

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sanctuary / Bride Room / Groom Room</strong></td>
<td>$200.00</td>
</tr>
<tr>
<td><strong>Fellowship Hall</strong></td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>Family Life Center / Gym</strong></td>
<td>$150.00</td>
</tr>
<tr>
<td><strong>Kitchen</strong></td>
<td>$5.00</td>
</tr>
</tbody>
</table>

ADDITIONAL FEES
If additional requests are made, fees may be added, i.e.: child care or additional classroom space requested and etc.
Financial Requirements

Bride: ____________________________  Wedding Date: ____________________________

1. Church Facilities
   Member
   Non-Member

2. Wedding Director

3. Kitchen

4. Kitchen Coordinator / Staff

5. Custodian
   Sanctuary /Bride Room / Groom Room
   Family Life Center / Gym
   Fellowship Hall
   Kitchen
   Other Rooms needed

6. Sound Technician

7. Music
   Organist
   Soloist

8. Minister

9. Other

(Bride: Retain for your records)
# Wedding Application

<table>
<thead>
<tr>
<th>Wedding</th>
<th>Rehearsal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
<tr>
<td>Time</td>
<td>Time</td>
</tr>
</tbody>
</table>

**Reception:**
- Fellowship Hall ____
- Family Life Center / Gym ____
- Reception Elsewhere ____

**Minister:** ___________________________
**Organist:** ____________________________

**Minister’s Phone:** ______________________
**Organist’s Phone:** ____________________________

**Photographer:** ______________________
**Florist:** ____________________________

**Photographer’s Phone:** ______________________
**Florist’s Phone:** ____________________________

**Caterer:** ______________________
**Vocalist:** ____________________________

**Caterer’s Phone:** ______________________
**Vocalist’s Phone:** ____________________________

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**Bride Elect**

<table>
<thead>
<tr>
<th>Name</th>
<th>Groom Elect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td>Street Address</td>
</tr>
<tr>
<td>City, State, Zip</td>
<td>City, State, Zip</td>
</tr>
<tr>
<td>Home Phone</td>
<td>Home Phone</td>
</tr>
<tr>
<td>Work or Cell Phone</td>
<td>Work or Cell Phone</td>
</tr>
<tr>
<td>Email Address</td>
<td>Email Address</td>
</tr>
<tr>
<td>Parents Name</td>
<td>Parents Name</td>
</tr>
</tbody>
</table>

**Bride Elect’s Church Affiliation:**
**Groom Elect’s Church Affiliation:**

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I have read the church wedding policies/procedures and agree to abide by them. I will make every effort to ensure that my guests will do likewise. I understand that the Saint Mark wedding director and/or minister shall be given discretion regarding certain areas and procedures. Anything not covered in the policies must be submitted in writing and approved by church officials. I agree to pay all fees to cover the use of the church prior to my wedding date.

**Application Submitted** ______________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Applicant’s Signature</th>
</tr>
</thead>
</table>

**Amount Due** ______________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Director</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(This info will be supplied after a director has been assigned.)</td>
</tr>
</tbody>
</table>

**Date Paid** ______________________

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*Please note:* Information which is not supplied when the application is submitted should be turned in to the church office as it becomes available.
We welcome you to Saint Mark United Methodist Church. Pictures are always a special memory of any wedding. We request that you keep in mind that a wedding is a Worship Service. Please refrain from taking any pictures during the ceremony that would be distracting in any way to the minister, wedding party, or your guests. All of our weddings have a Wedding Director who is available to answer any questions you might have concerning our policies. Ask the bride for the name and phone number of her wedding director. The director is familiar with some of the special needs of our Sanctuary and additional facilities.

Your Wedding Director is:

______________________________  ____________________________
Director’s name          Director’s phone

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Policies for all Photographers

1. Pictures may be taken before and after the ceremony.
2. No flash photography shall be taken in the Sanctuary from the time guests begin to arrive until the ceremony is completed. Flash pictures may be taken as the couple leaves the church but photographers may not enter the Sanctuary for these pictures.
3. Video tapes may be quietly taken from the back doorway of the Sanctuary.
4. Time exposures may be taken from the back doorway of the Sanctuary.
5. Arrival for pictures is not to be more than two and one half hours prior to the wedding.
6. Please keep pictures following the ceremony as brief as possible; there are quests waiting to celebrate this special day.
7. Photographers violating these rules will be forbidden from taking pictures at future weddings at Saint Mark. Policy statements must be signed and returned to the church office within three weeks of the wedding.

Complete the following agreement, cut on the line below and return agreement to:
Saint Mark United Methodist Church
2901 Columbiana Road
Birmingham, AL 35216
Attn: Wedding Director
Church email address: info@saintmarkumc.org
Church office: (205) 822-5980

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Agreement of Policies

We/I agree to abide by the Photography Policies of Saint Mark United Methodist Church.

We/I will be photographing the wedding of ___________________ on ____________________
Bride’s name  Wedding date/time

______________________________  ____________________________
Signature of Photographer          Phone number

Address of Photography Studio
We welcome you to Saint Mark United Methodist Church. Floral arrangements are always a special memory of any wedding. We request that you keep in mind that a wedding is a Worship Service. All of our weddings have a Wedding Director who is available to answer any questions you might have concerning our policies. The director is familiar with some of the special needs of our Sanctuary and additional facilities. Please contact the Wedding Director to schedule a time for decorating the church.

Your Wedding Director is:

______________________________________________________________________
Name                                         Phone

Policies for all Florists
1. Any candles used must be dripless. Candles used in the candelabra must be protected by shields, cups and/or foil paper on the carpet to catch drippings.
2. No furnishings or equipment in the Sanctuary may be moved.
3. No tacks, nails, screws or other material may be used that might permanently mar, deface or otherwise damage any part of the church building or furnishings.
4. No flowers or candelabra are permitted in front of the Altar, on the piano or organ.
5. No hurricane lamps or candles are permitted in windows or on the pews.
6. Extinguished candles should be permitted to cool a few minutes before being removed so that the liquid drippings will harden and not spill on the carpet.
7. Floral arrangements or greenery should not block any entrance in the church building or chancel area.
8. Only artificial flower petals may be dropped by flower girls.

Complete the following agreement, cut on the line below and return agreement 3 weeks before the wedding to:

Saint Mark United Methodist Church
2901 Columbiana Road
Birmingham, AL 35216
Attn: Wedding Director
Church email address: info@saintmarkumc.org
Church office: (205) 822-5980

Agreement of Policies
We/I agree to abide by the Florist Policies of Saint Mark United Methodist Church.

We/I will be providing flowers for the wedding of

______________________________________________________________________
Name of bride or groom                                    Date/time of wedding

______________________________________________________________________
Signature                                                   Name of florist & contact person

______________________________________________________________________
Phone                                                       Address
We welcome you to Saint Mark United Methodist Church. Catering arrangements are always a special memory of any wedding. We request that you keep in mind that a wedding is a Worship Service. All of our weddings have a Wedding Director who is available to answer any questions you might have concerning any policies. The Director is familiar with some of the special needs of our Sanctuary and additional facilities. Please contact the Director to schedule a time to utilize the kitchen and reception area. **Saint Mark does not have a food handler’s license and is not inspected by the Jefferson County Health Department. Therefore, all food must be prepared off site and brought in to be served.**

Your Wedding Director is:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
</table>

**Policies for all Caterers**

1. Wedding receptions may be held in the Fellowship Hall or Gym which may be opened up to six hours prior to the wedding. The kitchen may be used and must be left in the order in which it was found. This includes removal of all trash from the premises to the outside dumpster.

2. The caterer and/or the Bride must furnish all equipment (candelabra, punch bowls, plates, serving pieces, table linens, etc.)

3. Smoking is not permitted in or around any of the buildings. Alcoholic beverages are not permitted on the premises at any time.

4. It is your responsibility to insure that the caterer understands and abides by all policies. Should any problems arise, conforming to these guidelines, a conference should be called between the bride, the wedding director and the caterer. If a caterer should fail to abide by these rules, the caterer will not be allowed to participate in future weddings at Saint Mark United Methodist Church.

5. **Saint Mark does not have a food handler’s license and is not inspected by the Jefferson County Health Department. Therefore, all food must be prepared off site and brought in to be served.**

Complete the following agreement cut on the line below and return agreement 3 weeks before the wedding to:

Saint Mark United Methodist Church
2901 Columbiana Road
Birmingham, AL 35216
Attn: Wedding Director
Church email address: info@saintmarkumc.org
Church office: (205) 822-5980

**Agreement of Policies**
We/I agree to abide by the Caterer Policies of Saint Mark United Methodist Church.

We/I will be providing flowers for the wedding of

<table>
<thead>
<tr>
<th>Name of bride or groom</th>
<th>Date/time of wedding</th>
</tr>
</thead>
</table>

Signature

Name Caterer

<table>
<thead>
<tr>
<th>Phone</th>
<th>Address</th>
</tr>
</thead>
</table>

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**Wedding Policy**

Of

Saint Mark United Methodist Church

Please initial this sheet and sign at the bottom. Weddings can’t be processed until this sheet and an application are turned in to the church office.

**REQUIRED APPROVALS BY THE BRIDE BEFORE APPLICATIONS CAN BE APPROVED.**

______ (Please initial) I agree that the SMUMC Wedding Director will lead the rehearsal and wedding service or assist if the bride has another Director.

______ (Please initial) I agree that music selections and solos must be approved by either the SMUMC organist or Minister of Music.

______ (Please initial) I understand that "boom boxes" are not allowed in the sanctuary.

______ (Please initial) I agree to use the approved SMUMC Organist/Pianist and work with them ahead of time on all music selections or extra musicians that are requested.

______ (Please initial) I agree that I will read the entire SMUMC Wedding manual and follow all rules and regulations.

All wedding dates and applications are subject to approval by a wedding committee comprised of the wedding coordinator, pastor, custodian, kitchen coordinator, music director, organist and church calendar coordinator.

**When all committee members have approved or disapproved the dates and application, the bride and groom will be notified by the wedding director. Upon notification from the wedding coordinator, wedding vendors may be secured.**

We have read the wedding policies of Saint Mark United Methodist Church and agree to abide by all policies if we are permitted to use the church facilities. We will make every effort to insure that our wedding party and those servicing the wedding will do likewise. We agree to reimburse Saint Mark United Methodist Church for any damage to the church property resulting from any actions of wedding party, guest, caterers, etc.

I have read the following policy and procedures with the contents.

_____________________________     ________________ _______________
Bride’s Signature  /     Date     Groom’s Signature    / Date

Couples Address After Marriage:

Couples Phone Number After Marriage:
Schedule

AS SOON AS POSSIBLE

1. Reserve sanctuary and reception area, if desired, by contacting the church secretary. Weddings for couples who are not members of Saint Mark United Methodist Church will be tentative until three months before the ceremony.
2. Bride-elect should secure a wedding application form. This form should be completed and sent to the church office within one week. The wedding director will call you to arrange and set up an appointment.

THREE MONTHS PRIOR TO THE WEDDING

1. Non-members send a check to the church office for the use of the sanctuary and/or Fellowship Hall and/or Family Life Center/Gym.

SIX WEEKS BEFORE THE WEDDING

1. The wedding director should contact the bride and set up an initial appointment
2. Check and make sure the florist, photographer, videographer and caterer have returned the signed copies of their policies and procedures to the church secretary.

TWO WEEKS PRIOR TO THE WEDDING

1. Arrangements should be made with the Wedding Director as to time of florist delivery.
2. Turn in marriage license to officiating minister
3. Call the Wedding Director to confirm final plans

REHEARSAL

1. All wedding rehearsals will begin on time and forty five (45) minutes to one hour should be allowed for the rehearsal.
2. The rehearsal for your wedding should be held at a time when all members of the bridal party can be present. The best time for this is between 6:00 PM and 8:00 PM on the evening prior to the wedding.
3. Instruct all members of the wedding party to be prompt.
4. Pay the remaining fees to the wedding director.

WEDDING DAY

1. 6 hours prior to ceremony or 8:00 AM – Church is opened for florist
2. 6 hours prior to ceremony – Church is available for Bride / Groom and wedding party
3. 4 hours prior to ceremony – Kitchen and reception areas are available for receptions
4. 3 hours prior to ceremony – Church is available for photographs
## Ceremony Planning Sheet

<table>
<thead>
<tr>
<th>Attendants</th>
<th>_______________________________     ___ _____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>_________________________________     __ ______________________________</td>
</tr>
<tr>
<td></td>
<td>_________________________________     _____________ ___________________</td>
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<tr>
<td></td>
<td>_________________________________     _____________ ___________________</td>
</tr>
<tr>
<td>Groomsmen</td>
<td>_______________________________     _______ _________________________</td>
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<td></td>
<td>_________________________________     _____________ ___________________</td>
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<tr>
<td></td>
<td>_________________________________     _____________ ___________________</td>
</tr>
<tr>
<td></td>
<td>_________________________________     _____________ ___________________</td>
</tr>
<tr>
<td>Ushers</td>
<td>_______________________________     _________________________________</td>
</tr>
</tbody>
</table>

**Time to be at the church (for pictures)**  ____________________________________

**Are candles to be lighted and by whom and by what time**  ____________________________

_____________________________________________________________________________

**Usher/music to seat Groom’s mother**  ________________________________ Time _________

**Usher/music to seat Bride’s mother**  ________________________________ Time _________

**Father at Bride’s left**  _____________ right  _____________ music  _____________

**Do you plan to use a unity candle?**  ____________________________

**Will there be Bride’s book in the Narthex?**  ______________________________

**What order do you want attendants to come in (all girls first, all guys first, or alternating)?**  
_____________________________________________________________________________

**Usher/music to seat Groom’s grandmother**  ________________________________ Time _________

**Usher/music to seat Bride’s grandmother**  ________________________________ Time _________

*Please note:* Have this sheet completed and turned in to the wedding director or church office 3 weeks prior to wedding.