



## **POLICIES AND GUIDELINES FOR WEDDINGS**

Performed at  
Bright Star United Methodist Church  
Douglasville, Georgia

A church wedding is a service of Worship. When two persons enter into Holy Matrimony, they pledge their faith one to another and enter into a holy covenant with God. In this ceremony, that holy covenant is affirmed with reverence and faith. It is the desire of this church that each and every church wedding be spiritual in nature and memorable in beauty. If the following procedures are fully understood and followed, your wedding should be a happy and worshipful experience for you and all those involved.

Our church has an organized Wedding Director Guild. Their chief concern is to assist you in your wedding plans and to insure the proper use of the church facilities. You will find their help invaluable. Shortly after you make your wedding arrangements with the church, our Administrative Assistant will call on you and develop specific plans for your wedding.

Your wedding is important to you. These policies and guidelines are intended only to make this event the most memorable and wonderful day of your life. *The bride and groom are responsible for notifying the following: Florist, Photographer, Accompanist, Soloist, Sound Technician, Caterer, and any other regarding the contents of these policies.* Please call the church (770-949-2555) about any of the following policies, should you have any questions or if something is unclear. May God bless the union of your spirits.

## GENERAL INFORMATION

### Arrangements

*All weddings are scheduled in consultation with the resident pastor and should be done as far in advance of your preferred date as possible. We will try to accommodate your date, but regular church activities or pre-scheduled activities take precedence.* The first step in making your plans is deciding on the date and hour for the ceremony. This **MUST** be done a minimum of **SIX WEEKS** prior to the expected date but as far ahead of time as possible. **NO WEDDING WILL BE SCHEDULED LESS THAN SIX WEEKS PRIOR TO A DESIRED DATE.** Call the church office (770-949-2555) and ask the Office Manager to check the church calendar. The wedding rehearsal should be scheduled at the same time you reserve the church for the wedding. *To reserve a definite wedding date, a Wedding Acknowledgement Form must be completed and returned to the church office as soon as dates are confirmed. Verbal arrangements will be good for 10 working days. The completed form will confirm reserved dates. Fees associated with the church must be paid at the time you file your request or no dates will be held.* A refundable deposit must be made within five (5) days of booking the rental. It is understood that tentative arrangements can be made by filling out the enclosed information forms, making the deposit, and consulting with the officiating minister.

Complete and final arrangements will be made in a personal conference with the Office Manager and will be subject to approval of the Senior Minister. The Wedding Director Guild is thoroughly familiar with every aspect of an orderly and aesthetically pleasing wedding and will assist in the planning stage and serve as bridal consultant for the rehearsal and the wedding. *Any deviation from these Wedding Policies should be addressed to the Pastor.*

### Facilities

The Sanctuary	320 seating capacity
The Fellowship Hall	150 seating capacity

Dressing rooms are available for the bride and her attendants. The church, however, does not guarantee the security of these rooms and cautions all persons that it cannot be responsible for valuables left in these rooms. The Sanctuary has a fine sound and light system. The facilities are handicapped accessible. Shorter rows of pews are available for the placement of wheelchairs. Handicap accessible restrooms are located in the Fellowship Hall area.

### Dates

Weddings or receptions are discouraged during Holy Week (the week before Easter) or on Sunday, and are prohibited on New Year's Eve or Day, Independence Day, Labor Day, Thanksgiving Day, or Christmas Eve or Day or the week of Vacation Bible School due to the church being in constant use, and because of the difficulty in securing adequate help.

### **Officiating Minister**

*In most occasions the minister of this church will officiate at all weddings in this church. The charge for non-members is \$100. If you desire another minister to assist in the ceremony, notify us as soon as possible. This will give the resident pastor time to issue an invitation to the visiting pastor. This is a common practice in ministerial ethics practiced by all denominations.*

A wedding is a religious ceremony, and the resident pastor is in charge of both the rehearsal and the ceremony. If you wish to change any portion of the traditional wording of the ceremony, this must be discussed with the minister prior to the ceremony.

*Because the wedding requires both physical and spiritual preparations and involves one of life's deepest commitments, it is EXPECTED that those to be married arrange for and have pastoral consultation(s). You MUST schedule a minimum of three counseling sessions with the resident pastor prior to the wedding. A \$30 fee is required at the first session. The times, dates, and number of these will be worked out between the couple and the resident pastor and scheduled with the Office Manager. This should be done before final wedding plans are announced.*

### **Custodial Support**

The church custodian prepares the Sanctuary, the Bride's Room, Fellowship Hall, and any other part of the church to be used by you and your guests, and sets things in order after you have left. A custodial fee is included in the rental fees and is paid prior to the wedding.

## **WEDDING MUSIC**

A church wedding is a Christian ceremony, therefore, the music in connection with it should be suitable for a church service, as distinguished from a social occasion. Music of a light, sentimental character that has special significance for the bride and groom is excellent for the wedding reception and most appropriate for that event, since then the bride and groom can enjoy the music which they choose. However, no "popular" music will be used in the ceremony. If there is any question as to the suitability of requested music, a copy of the music will be provided to the Pastor for review. Final approval of all music used in the wedding service rests with the Pastor. Music must be given to the instrumentalists and soloist at least one month prior to the wedding. A detailed order of the placement of music in the ceremony must be given to the instrumentalist, soloist, and director prior to the rehearsal (see Wedding Information Form).

For non-member weddings, the Church Music Director, or his designee, is the **ONLY** person who may provide music and must be used for the service and is compensated via the wedding fees included in this booklet.

### **Soloists and Instrumentalists**

The staff instrumentalists of the church are familiar with the organ and/or keyboard and will be able to provide the best music for the wedding. The instrumentalist can guide you in selecting appropriate music.

The bride and/or groom **MUST** schedule a consultation with the instrumentalist to discuss musical selections and your music needs. Vocal and/or instrumental soloists are to be secured by the bride and/or groom and is subject to approval of the Wedding Director or minister. The arrangements for an honorarium will be made personally with the soloists. Since a wedding is a sacred service only sacred music may be used.

## REHEARSAL

At the time you make arrangements for your wedding, set the date for the rehearsal with the minister and instrumentalists through consultation with the Church's Office Manager. The Wedding Rehearsal **IS MANDATORY** for all weddings.

*The minister will, in consultation with the bride and wedding director, conduct the ceremony and rehearsal. The minister is in CHARGE.*

*The rehearsal time should be worked out with the Minister and should not begin after 8:00 PM. The rehearsal should be no longer than 1 hour in length.*

Rehearsals and weddings should begin promptly at the appointed time. The wedding party should be prepared to cooperate in a quiet and orderly manner. Traditions of seating, placement of the wedding party in the Chancel, instructions to the ushers, bridesmaids, etc. will be covered at the rehearsal. The bride is encouraged to participate fully in the rehearsal. Everything that is to be used at the wedding should be in place for the rehearsal (unity candle, etc.). If soloists wish to rehearse, they may do so prior to the rehearsal. The musicians and soloists should be ready for a sound check with the sound technician no later than fifteen minutes prior to the rehearsal.

*The bridal couple-to-be is responsible for every member of the wedding party, including vocalist, to be present and on time. No one will be allowed to participate in the rehearsal after partaking of intoxicating beverages or unlawful substances.*

The marriage license **MUST** be brought no later than rehearsal and presented to the minister.

## WEDDING CEREMONY

Your wedding is a sacred union between two people, blessed by God. Therefore, the wedding service is an act of worship and should be approached with reverence and dignity. A consultation with the minister officiating will provide for an appropriate and reverent ritual for your wedding.

*Details of the ceremony should be worked out with the minister including suitable music. This will be done at one of the pre-marriage conferences. The authorized ritual of the United Methodist Wedding Ceremony will be used unless other liturgy is requested. The minister will work with the couple to personalize their wedding without violating church custom and traditions.*

At the discretion of the officiating minister, a wedding ceremony may not proceed if any member of the wedding party is intoxicated or behaving in any manner that is inappropriate for this occasion.

## **Flowers**

The Sanctuary is a place of reverence and beauty. Therefore, it is the policy of the church to limit the number of floral arrangements and decorations used for weddings. Flowers may be placed on the pedestals in the Sanctuary.

Many brides wish to leave their flowers for the church service on Sunday. If you wish to do this, the Church Office Manager should be notified three weeks prior to the wedding so that proper credit can be given in the church bulletin and so that other flowers will not be ordered for the Sunday. If the flowers are not going to be left for the use of the church, they should be removed immediately following the ceremony.

*Florist must consult with the church office and the pastor as to decorations.*

*Flower pots must have rubber or plastic containers placed under them to prevent damage to the floor or furniture.*

*No greenery or decoration may be placed on the kneeling rail (altar) or communion table.*

*Pew markings will be placed with fabric covered holders.*

*After the wedding, or photo sessions, all decorations should be promptly removed and the building left clean.*

*No nails, tack, glue, tape or other gummy substances are to be used inside the buildings.*

*No decorations can be placed to obstruct the view of the altar.*

*Flowers should be placed on flower stands on either side of the altar or an arrangement in the center.*

*Aisle runners must be used if live flower petals are to be dropped.*

*Flowers should not be placed on the communion table.*

*No bubbles are allowed in the Sanctuary or Narthex.*

*A portable arbor/gazebo may be erected with prior approval of the Trustees.*

*No changes are allowed to the church's exterior.*

## **Candles**

Two candles are used on the Altar Table. The candles that are on the Altar Table should be lighted during the ceremony. No extra candles may be placed on the Altar Table.

Your florist must provide non-drip casement candles for use. The carpet must be adequately protected under unity candle stands and any other candle holders that may be used. If candles are used on the end of the pew, chimneys must be used to protect the furniture. *Candelabra and greenery may be used in any area of the sanctuary.*

No lighted candles are permitted in the Narthex area.

## **Greenery**

Greenery may be placed in the Sanctuary as a background in the Chancel area.

Pew bows may be placed on the end of the pews. However, every care must be used to protect the furniture from scratches and scarring. No tacks, tape, glue, etc. shall be used to secure any decorations.

## **Christmas and Easter Decorations**

The dates for the Christmas Season will vary from year to year, but will encompass the beginning of Advent Season through Christmas Day. Once the Christmas decorations, Advent wreath, Chrismon tree, etc. are in place, they will not be moved until after Christmas Day. The dates for the Easter season also vary from year to year, but will encompass the beginning of the Lenten Season (Ash Wednesday) through Easter Sunday. Once the Easter decorations, Lenten Cross, etc. are in place, they will not be moved until after Easter Sunday. This will apply to anyone using the Sanctuary for a wedding. Through careful planning with the florist, we feel sure an effect acceptable to all can be obtained. The Wedding Director will assist in any way possible.

## **Chancel Furniture**

The Chancel furniture may not be removed from the Sanctuary. This includes the Altar Table, Pulpit, Lectern, and pews. The furniture is appropriate for the Sanctuary and is part of the religious nature of our facilities. The modesty panels are removable. If anything is to be moved, it should be done at least one hour prior to the rehearsal.

The church will provide a handsome kneeling bench for your wedding ceremony in the Sanctuary. The bench is designed with satin cushions and painted white gloss. No floor coverings are to be used.

*No furniture can be moved from its existing locations.*

## **Photographs**

The Professional Photographers of America has prepared a "professional code of ethics for church weddings" which recognizes that a wedding is a service of worship and should not be interrupted by picture-taking.

*Since the ceremony is a sacred occasion of worship, photographs during the ceremony are not permitted, except time exposed pictures taken from the rear of the church without flash. Photographers should take extreme care as not to call attention to themselves during the ceremony. Pictures may be taken before the processional or after the recessional or reposed in the sanctuary after the ceremony.*

*This policy applies to anyone taking pictures both professionals and/or guests.*

Flash photographs **MAY NOT** be taken in the Sanctuary during the progress of the sacred service. Time exposures may be made from the back of the Sanctuary by the professional photographer. If you plan to use a printed program for your ceremony, it is strongly suggested that a note regarding the prohibiting of flash photography is noted.

Photographs may be made in the Narthex preceding the ceremony, and the wedding party may return to the Chancel area after the ceremony for as many pictures as you wish. Many couples today wish to take pictures before the ceremony so that they may participate in their wedding reception immediately following the wedding ceremony. Any photography done before the wedding **MUST** be completed 30 minutes before the ceremony begins. This will allow for proper seating of guests.

## **Video-taping**

Video-taping may be done only from the rear of the Sanctuary using existing light or unmanned in the choir loft.

*VCR tapes of the ceremony may be made whereas not to interfere with the ceremony. Multiple cameras may be set up if necessary. If video cameras are manually operated, the operators must be stationery and should be as inconspicuous as possible.*

## **RECEPTION**

### **Caterers**

All arrangements with a caterer should be made by the bride. The church kitchen may be used by a professional caterer to assemble food for receptions held in the Family Life Center. The caterer should plan to furnish all necessary items for the reception, including:

Table linens	Napkins	Plates, bowls, cups, saucers
Flatware	Glassware	Serving pieces
Punch bowls/fountains	Trays	Salt & Pepper set

Any food or paper goods used that belong to the church must be replaced. Tables and chairs are provided at no extra charge. Care should be taken in moving furnishings as not to damage the furnishings, floor or walls. *The caterer is responsible for cleaning the kitchen after the reception.* Please note: The stage area in the Family Life Center is not available for use for weddings as there is absolutely no food or drink allowed on the stage.

**No food or drink is allowed in the Sanctuary building, office area or restrooms of the Administration Building, or on the stage of the Family Life Center.**



*The Church's fellowship hall or Family Life Center may be used for up to three hours for the wedding reception. Arrangements for the fellowship hall/FLC should be made at the same time you request a date for the wedding. Remember to indicate if it is going to be used for the rehearsal dinner also.*

### **Other Restrictions**

Smoking is prohibited on church property. The wedding party should be reminded to use great care in the use of smoking material on the outside of the buildings. Alcoholic beverages on **church property** are strictly prohibited at any time. Alcoholic beverages **may not** be served at a reception held in the church. It is the responsibility of the bride to see that all members of the wedding party are informed on this matter.

Rice, rose petals, confetti, glitter, or grass seed **CANNOT BE USED** in the church buildings or on the church premises. They are a hazard and a problem to clean up. Silk petals may be used in the flower girl's basket. An aisle runner must be used if live petals are to be dropped.

*Bird seed may be used, we **DO NOT** allow rice to be thrown.*

***The Bride, Groom, and their parents are responsible for the replacement or repairing of any items that might happen to become damaged. The security deposit will be retained for any violation of these Wedding Policies and Guidelines.***

## FEES

Fees are due **ONE MONTH** prior to the wedding date and are non-refundable after that date. A security fee of \$200 is due at time of scheduling the wedding. This security fee will be refunded after the wedding contingent upon adherence of these Wedding Policies and Guidelines.

There is no charge for the use of church facilities if one of the couple or their parents are members of Bright Star United Methodist Church. Other fees are as stated. However, there will be a charge to members, as well as non-members, for setting up the Family Life Center for a reception.\*

If a wedding does not require any changes in the sanctuary and there was no rehearsal, and only the bride, groom and a small number of guests, there will be no charges.

### Wedding Fee Structure:

	<u>Non-Members</u>	<u>Members</u>
<i>Security Fee</i>	\$200	\$200
<i>Sanctuary</i>	\$600	No Charge
<i>Fellowship Hall/Kitchen</i>	\$300	No Charge
<i>Family Life Center</i>	\$300	No Charge
<i>Organist/Pianist</i>	(included in fee above)	\$50
<i>Custodial fee</i>	(included in fee above)	\$75 – Sanctuary cleaning only
	(included in fee above)	\$250 – FLC, Gym and/or Driskell Hall
<i>Sound Technician</i>	(included in fee above)	\$40
<i>Wedding Director</i>	(included in fee above)	\$50
<i>Soloist</i>	Honorarium	Honorarium
<i>Minister</i>	\$100	Honorarium
<i>*Set up fees for tables &amp; chairs:</i>		
<i>Chairs</i>	\$ .50 each	\$ .50 each
<i>Tables</i>	\$1.00 each	\$1.00 each

*A Deposit of ½ of fee for each facility booked will be required within five (5) days of booking the rental. **All fees are due to the church office one month prior to the wedding ceremony.** (The office manager will have the total due including set-up of tables & chairs once the information sheets are completed for the Reception.)*

**Note:** In the event honorariums are given, no particular amount is recommended but should be in proportion to time spent.

### General Information:

- a) No church member can operate the instruments without approval.
- b) Sound and Light Systems can be operated by church trained technicians only.

## FLORIST CONTRACT

Enclosed with these guidelines is a contract which must be signed by the participating florist. It is understood that no florist will be allowed to participate in a wedding who has not signed this contract and returned it to the church office no later than two weeks before the wedding.

## **NON-MEMBER WEDDINGS**

Non-member weddings are performed as a service to the community but must meet all the conditions of these Wedding Policies. No guest organist or minister will be allowed for non-member weddings unless by invitation of the church minister. Non-member weddings must meet the time requirement of scheduling the wedding a minimum of six weeks prior to the desired date and must meet the requirement of holding a wedding rehearsal. A minimum of four counseling sessions with the officiating pastor are mandatory. There is **NO EXCEPTION** to any part of this policy.

## **OUTLINE OF WEDDING PLANS**

Also enclosed with this booklet is a brief outline for your use in assisting us in planning your wedding. Please complete this and return it to the church office with your deposit. This will give the minister and the Wedding Director the information they will need to know how to help you have a beautiful ceremony. In addition, there is a form to be signed and completed by the bride and groom and returned with the deposit indicating that you have completely reviewed our Wedding Guidelines and that you will abide by them without exception.

**PLEASE NOTE: THE ADDRESS YOU INDICATE ON THE INFORMATION SHEET WILL BE USED TO RETURN THE DEPOSIT AFTER THE WEDDING – PROVIDED ALL GUIDELINES ARE MET. PLEASE BE SURE THIS ADDRESS IS THE ONE WE NEED FOR THAT PURPOSE.**  
THANK YOU.

# WEDDING POLICIES ACKNOWLEDGEMENT FORM

## Bright Star United Methodist Church

*(Return with your deposit)*  
*(Must be signed by bride and groom)*

Bride: \_\_\_\_\_ Groom: \_\_\_\_\_  
 Phone no. \_\_\_\_\_ Email address: \_\_\_\_\_  
 Date Planned for Wedding: \_\_\_\_\_ Time: \_\_\_\_\_

Place of Rehearsal Dinner: \_\_\_\_\_ Time of Rehearsal: \_\_\_\_\_

Place of Reception: \_\_\_\_\_

- No furniture in the Sanctuary shall be moved.
- No pins, tape, glue or staples may be used to attach items to furniture.
- All candelabra will have protective cover under them to insure no wax damage.
- Clean up should take place immediately after the wedding service.
- The church is not responsible for any personal property the wedding party.
- If flowers are to be left for church use, the church office will be notified.
- Cooperation with the minister, Wedding Director and church staff is expected and appreciated.

*We have read the Wedding Policies and Guidelines Manual for the Bright Star United Methodist Church and we and anyone associated with our wedding (florist, photographer, wedding party, minister, caterer, etc.) will abide by those policies without exception. We understand the security fee will be retained contingent upon adherence of the Wedding Policies and Guidelines.*

Signed:

Bride: \_\_\_\_\_ Groom: \_\_\_\_\_

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

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**FOR CHURCH USE ONLY**

FEES	AMOUNT PAID	DATE PAID
Security Fee (\$200)	_____	_____
Sanctuary (\$600)	_____	_____
Fellowship Hall/Kitchen (\$300)	_____	_____
Family Life Center (\$300)	_____	_____
Deposit of ½ for each facility	_____	_____
Balance Due prior to wedding	_____	_____
Cleaning Fees	_____	_____
<b>TOTAL PAID</b>	_____	_____

**Form should be returned with deposit to the Office Manager.**  
**No date will be held on the calendar until this form is on file with appropriate deposit.**  
**YOUR COOPERATION IS GREATLY APPRECIATED.**

**FLORIST WEDDING AGREEMENT**  
**Bright Star United Methodist Church**

*Please return to the Office Manager at:*  
Bright Star United Methodist Church  
3715 Bright Star Road  
Douglasville, GA 30135

I, \_\_\_\_\_ the undersigned florist for the wedding  
of \_\_\_\_\_ hereby accepts the following rules and  
regulations for weddings at Bright Star United Methodist Church.

- No furniture in the Sanctuary shall be moved.
- No pins, tape, glue or staples may be used to attach items to furniture.
- All candelabra will have protective cover under them to insure no wax damage. If wax does get on the carpet, I understand that it is my responsibility to have it professionally cleaned to the satisfaction of the Trustees of the church. If it can't be cleaned satisfactorily, I understand that I am responsible for replacement of the carpet at my expense.
- Clean up should take place immediately after the wedding service.
- The church is not responsible for any personal property of the florist.
- If flowers are to be left for church use, the church office should be notified.
- Cooperation with the minister, Wedding Director and church staff is expected and appreciated. Please check with the Wedding Director or church office for any special arrangements.

Signed: \_\_\_\_\_

Company Name: \_\_\_\_\_

***This form must be on file for each wedding and must be submitted no later than two weeks prior to the scheduled wedding date. Failure to supply the form may result in cancellation of the wedding.***

***YOUR COOPERATION IS APPRECIATED.***

**WEDDING INFORMATION**  
**Bright Star United Methodist Church**

Name of Bride: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: (Home): \_\_\_\_\_ (FAX): \_\_\_\_\_ (Work): \_\_\_\_\_  
Email address: \_\_\_\_\_  
Parent's Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Name of Groom: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: (Home): \_\_\_\_\_ (FAX): \_\_\_\_\_ (Work): \_\_\_\_\_  
Email address: \_\_\_\_\_  
Parent's Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Address after wedding (bridal couple): \_\_\_\_\_  
Date of wedding: \_\_\_\_\_ Time: \_\_\_\_\_  
Date of rehearsal: \_\_\_\_\_ Time: \_\_\_\_\_  
Name of officiating minister: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Name of instrumentalist(s) \_\_\_\_\_ Telephone: \_\_\_\_\_  
Name of soloist(s) \_\_\_\_\_ Telephone: \_\_\_\_\_  
Name of florist: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Name of photographer: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Name of videographer: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Is reception at the church? \_\_\_\_\_ Yes \_\_\_\_\_ No Name of caterer: \_\_\_\_\_  
Caterer Telephone: \_\_\_\_\_ Location of reception: \_\_\_\_\_

**WEDDING PLANS**

How many guests are expected? \_\_\_\_\_  
How many attendants? Groomsmen \_\_\_\_\_ Bridesmaids \_\_\_\_\_ Flower girl \_\_\_\_\_ Ring Bearer? \_\_\_\_\_  
How many grandparents? Bride \_\_\_\_\_ Groom \_\_\_\_\_  
Who will give the bride in marriage? \_\_\_\_\_  
Will this be double ring ceremony? \_\_\_\_\_ How will the church be decorated? \_\_\_\_\_

Flowers: \_\_\_\_\_ Candles: \_\_\_\_\_ Greenery: \_\_\_\_\_  
Will a printed program for the ceremony be used? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Do you wish the ceremony to be audio taped? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Are there any special arrangements which must be handled by the church? \_\_\_\_\_

Will you leave the flowers in the church? \_\_\_\_\_  
Has either party been divorced? \_\_\_\_\_ Are either parties parents divorced? \_\_\_\_\_  
Are there children from a previous marriage involved? \_\_\_\_\_

**CEREMONY MUSIC INFORMATION**

Ceremony Location: \_\_\_\_\_  
Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Will you be using taped music? \_\_\_\_\_ When? \_\_\_\_\_

**Instrumentalists:**

\_\_\_\_\_  
\_\_\_\_\_

**Soloists:**

\_\_\_\_\_  
\_\_\_\_\_

**Ceremony Music Selections:**

Prelude: \_\_\_\_\_

First Solo: \_\_\_\_\_ Second Solo: \_\_\_\_\_

Processional for attendants: \_\_\_\_\_

Processional for bride: \_\_\_\_\_

Recessional: \_\_\_\_\_

During Ceremony: \_\_\_\_\_

Postlude: \_\_\_\_\_

Notes: \_\_\_\_\_

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**CHURCH USE ONLY**

Microphones to be used: \_\_\_\_\_

Will ceremony be taped? \_\_\_\_\_ Yes \_\_\_\_\_ No

## RECEPTION PLANS

Reception Site \_\_\_\_\_

Site Coordinator \_\_\_\_\_ Phone \_\_\_\_\_

Confirmed Date \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_

Room Reserved \_\_\_\_\_ Deposit Amount \_\_\_\_\_ Balance Amount \_\_\_\_\_

Type of Reception: \_\_\_\_\_ Sit-Down \_\_\_\_\_ Buffet \_\_\_\_\_ Hor d'oeuvres

Number of Tables: Round \_\_\_\_\_ Long \_\_\_\_\_ Number of Chairs: \_\_\_\_\_

**Thank you for your kind attention to these details. If you have any questions, please call 770-949-2555.**

PLEASE RETURN TO:

*Bright Star United Methodist Church  
3715 Bright Star Road  
Douglasville, GA 30135*