

# Wedding Planning Forms

Return completed form to: Christ Church, Attn: Weddings, 7600 Ox Road, Fairfax Station, VA 22039

<b>REHEARSAL DATE:</b> _____	<b>TIME:</b> _____
<b>WEDDING DATE:</b> _____	<b>TIME:</b> _____

## PERSONAL INFORMATION:

Bride's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: (H) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (W) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (C) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Are you a member of/or attend this church?  YES  NO  
Church name: \_\_\_\_\_ Where: \_\_\_\_\_

Groom's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: (H) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (W) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (C) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Are you a member of/or attend this church?  YES  NO  
Church name: \_\_\_\_\_ Where: \_\_\_\_\_

## WEDDING INFORMATION:

Number of guests expected? \_\_\_\_\_

Name of Pastor performing the ceremony: \_\_\_\_\_  
(Note: A guest pastor MUST be approved by the Senior Pastor of Christ Church)

Name of keyboard musician: \_\_\_\_\_  
(Note: A guest keyboardist MUST be cleared with the Director of Worship & Arts)

Attendants:  
Maid/Matron of Honor: \_\_\_\_\_  
Bridesmaids: \_\_\_\_\_  
Best Man: \_\_\_\_\_  
Groomsmen: \_\_\_\_\_  
Flower Girl(s): \_\_\_\_\_  
Ring Bearer(s): \_\_\_\_\_  
(Note: Flower Girl(s) and Ring Bearer(s) MUST be at least FOUR YEARS OLD)

Florist Name (See instructions attached): \_\_\_\_\_ Time of Delivery: \_\_\_\_\_

Will you dress at the church?  YES  NO

## Wedding Policy and Checklist

The Wedding Policy of Christ Church has been prepared to assist you in making your wedding a beautiful and sacred experience. The Church Wedding Coordinator is ready to assist you in whatever way she can to coordinate your wedding.

**CONSULTATION AND COUNSELING:** A consultation with the Pastor performing your ceremony is required. The number of meetings will be at the discretion of the Pastor. Appointments should be made directly with the Pastor. The Pastor will walk you through the wedding ceremony and help you make your service “one of a kind.”

**RESERVATION:** Dates for the wedding and rehearsal are placed on the church calendar upon receipt of the completed forms.

**WEDDING COORDINATOR:** All weddings requiring a rehearsal and/or special arrangements require the use of OUR Wedding Coordinator. The Wedding Coordinator is Rosemary Speight. Phone: 571-723-3816. Mrs. Speight can answer any questions after the wedding is scheduled with the Pastor.

**MUSIC:** A Keyboardist from Christ Church will play for all weddings. Guest Keyboardists **MUST** be approved by our Director of Worship and Arts no later than two weeks prior to the wedding. It is requested that the bride or groom make this contact. A soloist is available at additional cost.

**SOUND TECHNICIAN:** A sound technician is required for all rehearsals and weddings to operate the sound equipment. You are required to complete the attached form.

**PHOTOGRAPHS & VIDEO:** Flash photography is not permitted during the ceremony. Pictures may be taken as the bridal party processed and recessed. If pictures are to be taken after the ceremony, time is an important consideration in the comfort of your guests waiting for you to arrive at the reception. Video cameras are welcome as long as the camera is tripod mounted and stationary throughout the ceremony.

**DECORATIONS:** Please see attached “**Flowers, Candles & Decorations**”

**RESPECT FOR THE CHURCH BUILDING:** There is to be no smoking in the church building. Alcoholic beverages are not allowed on the premises. The Wedding Coordinator has the authority to **CANCEL** the rehearsal or the wedding if members of the wedding party are intoxicated. Rice and confetti are not allowed. Bird seed and bubbles are allowed outdoors.

**REHEARSALS:** All participants in the wedding party **MUST BE AT THE REHEARSAL** on time. Time allotted for a rehearsal is one hour. Any time over one hour is an additional \$100/hour. If the entire wedding party is not present within 15 minutes of the scheduled start of the rehearsal, the Wedding Coordinator has the authority to either cancel the rehearsal or not allow those who are absent to participate in the wedding. The decision will be made in consultation with the bride and groom.

**HOLIDAYS:** There will be no weddings on holidays, holiday weekends, and from December 20<sup>th</sup> through January 2<sup>nd</sup>. Sunday weddings may be available by approval of the Senior Pastor.

### STATEMENT OF AGREEMENT AND UNDERSTANDING

I have read and fully understand this wedding policy, and I will abide by the policies above.

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

Bride/Groom Copy

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

Church Copy

## Flowers, Candles & Decorations

This is an instruction and guide sheet for use by florists and family members planning decorations for the wedding ceremony to be conducted in the Worship Center of Christ Church.

### FLOWERS

- The florist and ceremony decorators must consult the Wedding Coordinator (Rosemary Speight, Phone: 571-723-3816) early in the planning process. It is Christ Church's requirement that extensive decorations not be planned.
- Floral arrangements are permitted in front of the Communion Table, the floor and/or on stands. Flowers or floral arrangements in modest sized containers may be placed on the Table. These decorations should not be planned with the idea of moving the Table without the permission of the Wedding Coordinator. No other objects may be placed on this Table with the exception of a Unity Candle without permission from the Wedding Coordinator.
- Plastic containers must be placed under all flower arrangements.

### CANDLES

- The florist and/or wedding party will be responsible for any damage done by candle drippings. All candles used must be dripleless or slow burning and must be placed in a candelabra which will catch and contain any drippings. In addition to this, the carpet must be thoroughly protected by plastic under the candelabra.
- Candles will be used only on the stage area. Candles will not be used in the aisles.

### DECORATIONS

- The use of the following items are **strictly forbidden**: nails, thumbtacks, staples, tape (of any kind), screws on or into any part of the building or furniture.
- No carpentry work can be permitted within the building. No temporary construction may be brought in for use without permission from the Wedding Coordinator.
- Removal of all decorations must begin immediately after the wedding. The Worship Center must be left "broom clean." Any deviation from this policy must be cleared by the Wedding Coordinator
- The building will be heated or cooled two to three hours in advance of the ceremony.
- It is not permitted to attach anything – signs, displays or other – to furniture, wall installations or other. Any display items you bring in must be free-standing and not cause damage to Christ Church property.
- Christ Church is not required to remove or revise any displays, setups, set designs or other. Any such items shall be left untouched and in place. Anything that would disrupt or damage such items and their placement is not permitted.
- Should you request the removal of a Worship Center stage design a \$100 re-set fee will apply. Stage designs change frequently and we cannot guarantee what the set will be the day of your event. Examples of past stage design themes include car bumpers nailed to walls, sticks/twigs spread across stage and side flooring, larger-than-life portraits of people, sheer green and blue fabrics hanging from windows and ceiling and other.
- Anything that could result in moisture or leakage is not permitted indoors. This includes fountains, indoor pools, water-inflatables or other.
- The use of helium balloons is prohibited.

## Wedding Fees

- **Church Building:** covers utility expenses for your rehearsal and wedding. \$750 (waived for Christ Church members/attendees and children of members)
- **Pastor:** The honorarium is suggested to be between \$200 and \$250. For off-site weddings the suggested honorarium is \$300.
- **Wedding Coordinator:** presides over the rehearsal and assists the wedding party at the church before and after the wedding. \$150 (Members and their children) \$250 (Non-members)
- **Keyboardist:** meets with the bride and groom before the wedding to plan the music. It is the responsibility of the bride and groom to contact the Keyboardist. Fee schedule is between \$125-150.
- **Sound Technician:** is required for all weddings to operate the sound equipment. Fee is \$50 per tech/hour. Most weddings that include a rehearsal average four hours. This includes 30 minutes before and after the rehearsal and the wedding. There is a minimum fee of \$100.
- **Cleaning Crew:** cleans the facility before and after the rehearsal and wedding. Fee is \$100.
- **Soloist:** If a soloist is desired, he or she also meets with the bride and groom and attends the rehearsal. Fee is \$100.

All fees are to be paid at the time of rehearsal or prior to the wedding.

<b>Fee:</b>	<b>Payable to:</b>	<b>Amount:</b>
Honorarium	John Speight or Ryan LaRock	Honorarium – \$200-250
Off-site Honorarium	John Speight or Ryan LaRock	\$300
Wedding Coordinator	Rosemary Speight	\$150– Member/\$250– Non-member
Sound Technician(s)	Name(s) provided	\$50 per hour
Keyboardist	Name provided	\$125-150
Church Use (non-members)	Christ Church	\$750
Cleaning Crew	Christ Church	\$50/hour
Soloist (if requested)	Name provided	\$100
Stage Re-Set Fee (if applicable)	Name provided	\$50/hour

# Sound / Video / Tech Request Form

Requesting Organization/Group: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Is there a rehearsal involved?  Yes  No

Date of Rehearsal: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Please check all that apply to your needs:

- Microphones (How many? \_\_\_\_\_)       Video Camera  
 Wireless Handheld Microphone       Video       CD Player  
 Lavalier Wireless Microphone       Instrument: \_\_\_\_\_  
 Slide Show (Power Point) - Who will be preparing your slideshow? \_\_\_\_\_

**RATES & FEES**

If your event requires sound or video, you must have a certified member of the Christ Church technical team present at your event.

There is a \$50 per/tech/hour fee for all events and a one hour minimum. If your event runs 15 minutes into the following hour, you will be responsible for an additional hour of payment to each tech serving your event. There is a minimum fee of \$100.

The number of techs needed may vary depending on your event.

Payment must be made at the closing of your event, directly to the tech(s) serving you. Each tech must receive an individual check or cash.

You deserve professional and quality service from our team. If you feel that your event has not been given this attention, please do not take this matter up with your techs. Notify the technical director within one week of your event.

**INSTRUCTIONS**

**Send completed forms to:**

Christ Church, Attn: Brian Bachrach, 7600 Ox Road, Fairfax Station, VA 22039  
Or email to Brian Greene at [bbachrach@christchurchva.org](mailto:bbachrach@christchurchva.org)

Please allow one week for your request to be processed and you will be contacted to confirm your request. Event confirmations depend on availability of techs. Call 703.425.3580 with any questions.

**OFFICE USE**

Date request received: \_\_\_\_\_      Number of Sound Techs: \_\_\_\_\_  
Date contacted group: \_\_\_\_\_      Number of Video Techs: \_\_\_\_\_  
Contact spoke with: \_\_\_\_\_      Fee applied? \_\_\_\_\_  
Approved?  Yes  No

# Fee Invoice Form

Return completed form to: Christ Church, Attn: Nancy Brooks, 7600 Ox Road, Fairfax Station, VA 22039

**INFORMATION:** Date of Wedding: \_\_\_\_\_

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

Address: \_\_\_\_\_

Phone: (H) \_\_\_\_ - \_\_\_\_ - \_\_\_\_ (C) \_\_\_\_ - \_\_\_\_ - \_\_\_\_

\*Email: \_\_\_\_\_

(invoice will be sent via email—please be sure to print legibly)

<b><u>Fee:</u></b>	<b><u>Payable to:</u></b>	<b><u>Amount:</u></b>
Church Use	Christ Church	\$750 (waived for members)
Cleaning Crew	Christ Church	\$50/hour

Total Amount Paid: \_\_\_\_\_ Check #: \_\_\_\_\_ Date: \_\_\_\_\_