

Date of Application _____

First Presbyterian Church

Wedding Planning

Revised August 2022

Bride _____

Groom _____

Member of FPC? Y N Phone _____

Address _____

Pastor Officiating _____

Pianist/Organist _____

*The fee for our Pianist/Organist is negotiated with that individual.

Any wedding going past 3:00 p.m. will incur an additional \$100.00 custodial fee and any wedding going past 5:00 p.m. will incur an additional \$200.00 custodial fee.

Rehearsal Date _____ Time _____

Wedding Date _____ Time _____

Reception at FPC? Y N Reception Date _____ Start Time _____ End Time _____

(Please note: All receptions must be cleaned and participants out of the building by 9:00 p.m. on Saturdays to facilitate set-up for Sunday worship.)

Attendance Estimate _____ Number in Wedding Party _____

Set-up:

- () Candles on Pews
- () Kneeling Bench
- () Candelabra
- () Guest Book Table
- () Dressing Rooms
- () Chapel (Women)
- () Bride's Dress Hanger
- () Fireside Room (Men)
- () Communion Table – Move back
- () Chancel Area – Remove 1 or 2 rows of pews

Special Setup Instructions: _____

Technology Checklist:

Wedding

Tech flat fee for wedding only: \$100. **All other costs are additional to the flat fee.**

- () Video-recorded wedding & Digital Copy, \$50
- () Number of DVD Copies, \$10/DVD
- () Music from Spotify Playlist: Y N
- () Live-Streamed Wedding, \$50
- () Guest Singers: Y N
- How Many? _____
- () Guest Musicians: Y N
- Instruments _____

Live-stream must be coordinated with our tech person ahead of time

Special Requests: _____

Reception

Tech flat fee for reception only: \$250 **All other cost in addition to the flat fee.**

- () Projector and Front Screen, \$30
- () Projector and Back Wall, \$30
- () Use of Stage

Special Requests: _____

This request will be addressed at the earliest meeting of the Scheduling Committee.

** All fees must be paid prior to the wedding. Custodial, Technology, and Organist/Pianist must all be paid separately and checks must be made payable to each person.

(For Office Use Only)

Facility Fee (\$) _____

Custodial Fee: _____

Tech Fee: _____

Pianist/Organist Fee: _____

Other Fee(s): _____

Session Approval: N/A Y N Date: _____

Requestor Notified by: _____

Date Notified: _____