

# Wedding Ceremony Information Checklist

## Initial Questions

- An Event Coordinator is required for your event.
- When are you planning on having the Ceremony? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- Request day of the week preferred, date if known and requested, and time of day. There is no guarantee that space will be available.
- Are you, or is family member a First Church Member? Y / N
- Member's Name: \_\_\_\_\_ or Non-Member
- Members will have the Lead Minister conduct the Service unless the Lead Minister is not available, then the Assistant Minister of Minister of Music and Worship Arts will conduct the Service.
  - Senior Members of First Church also have a priority to have the Lead Minister conduct the Service whether the service is on the First Church campus or not.
- How many guests do you anticipate having?
- Approximate Number Attending: \_\_\_\_\_
- Ceremonies with more than 70 guests will need the Meeting House, 70 guests or fewer will need to be scheduled in the Chapel.
  - First Church Members are usually given the Meeting House regardless of number of guests attending, unless a specific request for the Chapel is made.
  - Ceremonies held in the Meeting House warrant a parking lot closure, unless the family does not want to pay for the closure. Members and Non-Members pay for Wedding Ceremony Lot Closures. These ceremonies will also require a Sound Technician; an additional fee will apply.
  - Ceremonies held in the Chapel warrant Temporary Parking passes for guests.
- Do you wish to have a reception following the ceremony? Y / N
- Approximate Number Attending: \_\_\_\_\_
- Receptions at First Church require an Event Coordinator.
- Do you have an Officiant (Minister, Pastor, etc.) for the Ceremony? Y / N
- Members will have the Lead Minister perform the service in either space. If the Lead Minister is not available then the Assistant Minister or Minister of Music and Worship Arts will do the Ceremony. If neither is available then we would contact our Ministerial pool with our Interns and retired Ministers.
  - If one of our Ministers is performing the Ceremony we can send the Ceremony packet by mail or e-mail.
  - If they wish to have their own Officiant, we need to know who it is so that the Lead Minister or Assistant Minister can approve him or her.
- Do you wish to have music during the ceremony or reception? Y / N
- The Church's Organist / Pianist has first priority to perform at all First Church Weddings, and /or Receptions.
  - Any live musical performance requires advance approval from the Minister of Music and Worship Arts before that act or musician is able to be booked for the event.
  - Recorded music can only be played through the First Church sound system for Ceremonies in the Meeting House and Bard Hall. Other locations will require the family to make other arrangements.

**Additional Information**

**Please be reminded ALL First Church property is smoke free at all times, from all the canyon and parking lot areas to the corner of Front and Arbor streets.**

- Have you thought about having the reception catered?
  - Options
    - Outside Caterer – must be approved by the Church or please ask for Church’s Approved Vendor List
    - Kitchen Manager / Chef – is available for catering church events; arrangements will be made directly with the Chef. Additional fees will apply outside of your signed Facility Use Agreement with the Church.
    - Bring in store-bought or home baked items for your guests.
      - If you do not wish to pursue an outside caterer or through the Church’s Kitchen Manager/Chef, remember that you will need family and friends to help set up and serve the food and beverages, as well as clean up after the reception is over, unless you request custodial services (at an additional fee).

- Have you thought about:
  - Guest Book?
  - Order of Service (Program)?
  - Ushers?
  - How do you wish to have the room set up for the reception?
  - Photos of the couple?
  - Flowers?
  - Parking/ Carpooling?
  - Budget?

Address and additional questions or concerns

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