



# Brookwood

## BAPTIST CHURCH

# *Wedding Policy*

### Brookwood Baptist Church

3449 Overton Road  
Birmingham, Alabama 35223

Phone (205) 967-0441  
Fax: (205) 967-0481  
[rosannat@brookwood.org](mailto:rosannat@brookwood.org)

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## DIRECTORY

NAME & POSITION	WORK	HOME	CELL
Dr. Jim Barnette Senior Pastor			317-1194
Dr. Blake Dempsey Executive Pastor	967-0441		
Mr. Keith McLeod Minister of Music	967-0441		
Mr. Mark Rector Minister to College Students			568-4723
Mr. Austin Keim Minister of Youth	967-0441		306-7167
Mr. Jim Giffin Director of Administration	967-0441		746-0939
Mrs. Rosanna Tsivourakis Administrative Assistant	967-0441		
Mr. Tuck Kornegay Sound Committee Chairperson			531-9657
Mr. Stephen Rhea Sound Team			(662) 401-5468
Mrs. Melinda Dressler Organist		879-5762	910-3353
Dr. Brent Reeves Pianist		979-6472	

## WEDDING COORDINATORS

Mrs. Charlotte Coggin		967-0932	903-0014
Mrs. Mary Jane Dillard	967-0441		613-6048
Mrs. Marjorie Kay Nix		967-7489	915-27 26
Mrs. Sylvia Page			266-3586
Mrs. Diane Waud			410-13 15

## A NOTE TO THE BRIDE AND GROOM FROM THE PASTOR

*For this cause a man shall leave his father and his mother,  
And shall cleave to his wife; and they shall become one flesh. (Genesis 2:24)*

Weddings at Brookwood Baptist Church are occasions of particular significance. The wedding ceremony is a service of commitment as the bride and groom pledge their vows to each other and dedicate their new relationship to God and His divine purpose. It is a service of worship in which those who attend participate in an attitude of Christian love. In order that it may be a sacred and beautiful occasion, the church provides facilities and services suited to its dignity and meaning. Brookwood Baptist Church wishes to assist in making your wedding a memorable experience. To this end, guidelines and procedures, which apply to both church members and non-members, have been adopted by the church. The bride and groom and their wedding party are expected to acknowledge and honor the guidelines unique to this church.

Marriage is a sacred event and deserves to take place in the church. The ceremony itself is a sacred service and employs the elements of Christian worship. The Sanctuary is a place of worship designed and appointed for this purpose. The minister is the worship leader, assisted and supported by the musicians and participants. Because Brookwood Baptist Church recognizes this, it has anticipated this day for you and has prepared its facilities appropriately.

During the next few months, you will make many decisions that will create the beautiful canvas of your wedding day. We encourage you to prayerfully make choices that will honor the Lord. Our wish for you is a special blessing of joy as you plan your wedding and the rich blessing of the presence of the Lord in your marriage ceremony and your new life together.

Your permission to use Brookwood's facilities for your wedding is considered a sacred covenant between you, your wedding party, and the church. This being so, you and all wedding attendees are expected to be respectful of and follow all guidelines stated in this Wedding Policy. Failure to do so can result in a discontinuance of the wedding event, including the day of ceremony. We are trusting that you will care for our facilities in the same way that our congregation does so.

Typically Brookwood Baptist Ministers are available to assist someone getting married on the BBC campus. Please contact the minister that you desire to officiate to check on his availability before you set the date for your wedding. Couples who wish to invite a minister unaffiliated with Brookwood may get those ministers approved through the Pastor's Office. Please provide the information requested on the *Officiating Minister's Form* and return it to the Pastor.

The minister abides by the laws of the State in performing a marriage. The marriage license must be in his possession at the time of the marriage. The minister requires that the marriage license be brought to the church office and left with his administrative assistant at least one week prior to the date of the wedding. The minister and this church strongly encourage pre-marital counseling by a qualified counselor.

*Jim Barnette  
Senior Pastor of Brookwood Baptist Church*

## WEDDING POLICY

It is imperative that every bride and groom cooperate in upholding the standards unique to this Church. The Wedding Coordinator will communicate with the presiding minister in all areas concerning the service as she assists you in making appropriate selections and interpreting policies and procedures. The materials included herein will guide you and those assisting in preparations for your wedding. Please read the material carefully, refer to it when needed, and distribute copies to appropriate persons (florist, caterer, photographer, etc.).

The applicant will agree to reimburse Brookwood Baptist Church for any damage to the Church's property resulting from actions of wedding party, guests, etc.

If the bride or groom **are formally recognized by the Pastor (and if needed, by the Deacons) as an active member**, or if a parent or grandparent of the bride or groom **is formally recognized by Pastor and Deacons as an active member of Brookwood**, there is no charge for the use of the facilities for the wedding, only for services of the custodians, sound technician, coordinator, and musicians as well as use of the facilities for receptions to offset the costs incurred by the church.

No weddings will be scheduled the weekend before Vacation Bible School or other churchwide events/activities.

## THE SETTING

In scheduling your wedding at Brookwood, you have chosen a church setting. Therefore, decorations should preserve its sacredness. Every furnishing and accessory in the Sanctuary has been carefully planned and placed to accommodate any wedding, regardless of size or formality. Its natural beauty is enhanced most effectively by only minimal decorations. Accessories and adornment of the bride, groom, or wedding attendants should be modest and not distract in any way from an atmosphere of worship.

*Please keep in mind the following as you request church facilities for your wedding:*

- The Sanctuary seats approximately 400 and has two side aisles.
- Weddings are not scheduled on Sundays and Wednesdays.
- Weddings are not scheduled on holiday weekends which include Palm Sunday, Easter, Memorial Day, July 4<sup>th</sup> weekend, Labor Day, Thanksgiving, Christmas, New Year's, or other Saturdays which are followed by a special church function on that Sunday. Weddings are not scheduled for the last two weeks in December.
- Weddings are not scheduled earlier than 10:00 a.m. nor later than 6:00 p.m. (No later than 5:00 p.m. if the reception is held at the church because we have limited custodial staff to prepare the buildings for early Sunday morning services.)
- Flowers for Saturday weddings scheduled 12 p.m. or later **must remain in the Sanctuary for the Sunday services**. We are happy to put a notation in the Sunday bulletin that announces the flowers from the wedding, the newly married couple, and any memorials or honorariums the couple chooses.
- The pulpit and stage chairs may be removed and replaced with a set of steps at the front of the stage.
- Persons who are not members of Brookwood Baptist Church may **make reservations no more than eight months prior to their requested wedding date**. Church activities and church members will have preference prior to that time.
- Discuss accommodations and guidelines with the Wedding Coordinator **before** consulting your florist or decorator. Specific guidelines for florists and decorators are included in this policy.

## THE REHEARSAL

Rehearsals are scheduled on the evening preceding the wedding. In the case of other scheduled activities, rehearsal times may be adjusted upon confirmation with the Director of Administration and Wedding Coordinator.

Please allow one hour for the rehearsal. *It is important that all members of the wedding party be present and on time.* The bride is encouraged to walk through the rehearsal herself (without a stand-in).

## DRESSING ROOMS

The Bride's Room is located on the left in the foyer to the Sanctuary. The bride may place her dress and accessories in this room on Friday, prior to the wedding. Arrangements for access to this room or to the building should be made with the Wedding Coordinator.

The Bride's room is very small. Most brides choose to use C-270 along with their Bridesmaids while getting ready and then use the Bride's room prior to entering the Sanctuary for the Processional. All personal effects should be removed from the Bride's Room, C-270, and the Chapel one hour after the start time of the wedding. If the reception is held at BBC, all personal effects should be removed two hours after the start time of the wedding. It is the bride's responsibility to appoint someone for this task.

Bridesmaids use room C-270, which is set up with a mirror, steamer, and clothes rack. The florist should place all bridesmaids' flowers in this area. Food and drinks are allowed in this area. A table will be set up for your refreshments in the hallway outside C-270.

The Chapel, located to the right off the foyer at the church entrance, is available for use by the Groom/Groomsman for dressing. Food and drinks are allowed in the Chapel. This area must be cleared of all personal effects one hour after the start time of the wedding, or two hours after the start time if the reception is held at BBC.

Other areas of the church are not set up for wedding activities.

## MUSIC AND MUSICIANS

Musicians may practice prior to the rehearsal time.

Because you have chosen to have your wedding in the church, the music must be appropriate for a worship service. If you have questions regarding the music or need assistance selecting it, contact Keith McLeod, Minister of Music.

It is preferred all accompaniments be live. A Sound Technician is *required* for both rehearsal and wedding. You should contact him as soon as possible regarding his availability on your wedding date. We encourage you to engage the services of our church organist, Mrs. Melinda Dressler (879-5762) and/or our church pianist, Dr. Brent Reeves (979-6472.) They will assist at both the rehearsal and the wedding. You should contact them as soon as possible regarding their availability on your wedding date. Also arrange with them if additional time is needed for practice with instrumentalists and/or vocalists and determine the amount of the additional charges.

## THE CEREMONY

The wedding ceremony is a service of worship and includes music (instrumental and vocal), Scripture, prayer, commitment of vows, and, above all, a recognition of the presence of God. Every part of the service contributes to an atmosphere of reverence. As the worship leader, the pastor or minister officiating will assist the bride and groom in selecting the perfect elements and order of the ceremony.

Members of the wedding party are expected to conduct themselves at all times in a manner befitting the atmosphere of the place of worship. It is the responsibility of the bride and groom to familiarize the members of the wedding party with the policies of the church.

If the bride and groom desire that the ceremony be recorded on CD, they should so indicate on the Sound Technician form. Only the church's Sound Technician is permitted to operate the sound system and sanctuary lighting equipment.

## THE RECEPTION

The Church's Fellowship Hall, with adequate kitchen facilities, is available for the reception following the ceremony. The Fellowship Hall comfortably accommodates 200 people with 30 round 8-top tables. It is required that the Food Services Director, Bernetha Wright, or her designated substitute, be present during the set up and reception. If the Fellowship Hall is desired for the reception, it should be reserved when the wedding is scheduled. If the reception is at Brookwood, the wedding cannot begin later than 4 p.m. Church facilities are not available for wedding receptions if the ceremony is performed in a place other than Brookwood.

Tasteful dancing is allowed at Brookwood but the music must be appropriate.

## FINANCIAL ARRANGEMENTS

If the bride or groom is a member of Brookwood, or if a parent or grandparent of the bride or groom are BBC members, there is no charge for the use of the facilities for the wedding, only for the services of the custodians and use of the facilities for receptions to offset the costs incurred by the church.

### Facilities Use Fees

1. Member	No Charge
Non-member	\$1500
2. Refundable Deposit Member	\$500
Refundable Deposit Non-Member	\$800
3. Use of Facility Fee for reception in the FH (non-member)	\$300

### Service Fees

(The following fees are the same for members and non-members. Checks should be given to the Wedding Coordinator one month prior to the wedding.)

1. Wedding Coordinator	\$350
2. Sound Technician	
(a) Wedding & Rehearsal	\$200
(b) Reception	\$100
3. Organist	\$250
4. Pianist	\$250
5. Minister	(Honorarium usually between \$350-\$500)
6. Food Services Director*	\$150
7. Custodial Fee (Choose the appropriate option)	
(a) Standard Wedding	\$200
(b) Special set-up, such as removal of choir loft chairs, musical equipment or other labor-intensive set-up or clean –up.	\$300
(c) Wedding and Reception	\$600

\*BBC Food Service Director's presence is required if the reception is at BBC.

*The deposit and all use of facility fees are paid to Brookwood Baptist Church when the wedding is scheduled. Fees are refundable if the wedding is cancelled. The deposit is refundable following the wedding provided there is no damage to church property and all policies have been followed. Please note the bride's name and wedding date on the check.*



## FLORISTS AND DECORATORS

- ◆ Decorations and floral arrangements not being left for the Sunday services must be removed by the florist immediately after the wedding.
- ◆ Florists may do preliminary set-up the day before the wedding. Confirm time with the Wedding Coordinator. Flowers for Saturday weddings 12 pm or later must remain in the Sanctuary for Sunday services.
- ◆ Please make arrangements with the Wedding Coordinator for time to enter church on wedding day.
- ◆ Decorations must not cause any damage to permanent furnishings.

### **If attached properly, flowers may be placed on the railing. See instructions:**

1. Use plastic sheeting to cover the railing before the flowers are attached to avoid moisture on wood.
2. Attach flowers with existing hooks. Nails, tacks, tapes, etc. which damage the building/ equipment are prohibited.
3. Pew markers for family members must be affixed without tape or wire or any material which may permanently mar the, deface, or injure any part of the building or equipment.
4. While working, please use plastic cloths/tarps to protect all surfaces. Remove all trash and clean area at least two hours prior to wedding ceremony.
5. Please use only *silk petals* for flower girls to distribute.

*Please inform florists and decorators that they are to abide by the Church's policies.  
Provide your florist or decorator with a copy of these guidelines.*

**Throwing rice, bird seed, confetti, or other materials is not permitted on church property.**

**\*\* When using candles, please be aware of the fire code for the city of Mountain Brook.**

## PHOTOGRAPHERS

- ◆ Please arrange to take as many pictures as possible prior to the wedding ceremony. The Minister will be available for pictures immediately following the ceremony. Please take these pictures first.
- ◆ We request pictures not be taken inside the sanctuary during the ceremony. Any request for a variance should be directed to the Wedding Coordinator.
- ◆ To prevent wax spillage, do not rearrange the candelabra(s) for pictures.

*Please inform photographer to abide by the Church's policies.  
Provide your photographer with a copy of these guidelines.*

## VIDEOGRAPHERS

- ◆ Video tape from behind the last row of pews or from the sound booth. No video cameras, portable lights, or battery packs should be placed at any other point inside the Sanctuary unless approved by the Wedding Coordinator.

*Please inform videographer to abide by the Church's policies.  
Provide your videographer with a copy of these guidelines.*

## **CATERERS**

The Fellowship Hall and adjoining kitchen facilities are available for the reception when the wedding ceremony is performed at Brookwood Baptist Church. The bride and caterer will determine room arrangement. The custodial staff will prepare the room the night before the reception, according to the instructions provided by the bride. The caterer must contact the Wedding Coordinator one week prior to reception and discuss final arrangements. The caterer has access to the room only within the provisions below.

- Caterers should clear with the Wedding Coordinator the time when equipment, supplies, decorations, etc. for reception are to be brought to Fellowship Hall.
- The Fellowship Hall and kitchen will be unlocked four hours prior to the wedding unless other arrangements are made with the Wedding Coordinator and the Food Services Director.
- The Food Services Director, or her designated substitute, must be present while the kitchen is in use.
- The refrigerator and freezer are not available for storage prior to the wedding day. There is no mechanical dishwasher. An ice machine is available for your use.
- All caterers using the church's facilities are expected to leave them clean and orderly. Damage that occurs is to be reported to the Food Services Director immediately and arrangements made for any necessary repair charges.
- Our custodians are responsible for setting up the church facilities immediately following a reception for the next day's activities. Any delay in finishing your work will delay their schedule. All supplies and equipment must be removed from the building immediately following the reception.

***The bride should inform the caterer that he/she is to abide by the Church's policies.  
Please provide your caterer with a copy of these guidelines.***



# Brookwood

## BAPTIST CHURCH

### APPLICATION AND FORMS

The Application and Agreement forms should be completed and returned to Administrative Assistant, Rosanna Tsivourakis, as soon as possible, along with the deposit and/or use of facility fees (for non-members). This action will confirm your Wedding date.

The remaining forms must be completed with the assistance and advice of the Wedding Coordinator. *Facilities requests for wedding and drawing of Fellowship Hall reception set up and decorations should be completed and returned to the Wedding Coordinator at least one month prior to the wedding.* The Wedding Coordinator will provide copies of the completed forms to the Director of Facilities/Property for approval.

## CHECKLIST

This list is provided for your convenience to assist in planning your wedding.

- \_\_\_\_\_ 1. Check the minister's availability before you reserve a date for your wedding.
- \_\_\_\_\_ 2. Check the availability of the facility for the desired date with the Administrative Assistant, Rosanna Tsivourakis, 967-0441.
- \_\_\_\_\_ 3. Meet with the Wedding Coordinator to go over the wedding policy and begin the process of making your choices with the florist, caterer, photographer, etc.
- \_\_\_\_\_ 4. Complete the application forms and provide deposit and payment for the use of facilities to the Administrative Assistant, Rosanna Tsivourakis. The facility is not reserved until the forms and the payment are received.
- \_\_\_\_\_ 5. Contact the Church Organist and/or Pianist regarding their availability.
- \_\_\_\_\_ 6. Contact the Sound Technician regarding his availability.
- \_\_\_\_\_ 7. Distribute the vendor forms to Caterer, Photographer, Florist, etc.
- \_\_\_\_\_ 8. Make an appointment with the officiating minister for recommendation of premarital counselors.
- \_\_\_\_\_ 9. Contact Music Minister for music approval.
- \_\_\_\_\_ 10. Give your Wedding Coordinator the name(s) of the friend or family member who is responsible for removing all property of the wedding party from the dressing areas no longer than one hour after the wedding or two hours after the reception.
- \_\_\_\_\_ 11. Fees to be paid to individuals (Food Service Director, Custodian, Wedding Coordinator, Sound Technician, Organist, Pianist, and Minister) should be given to the Wedding Coordinator at the Rehearsal. She will distribute the checks on the day of the wedding.

APPLICATION  
For use of Brookwood Baptist Church  
Facilities for Weddings

Wedding Date \_\_\_\_\_  
Confirmed by \_\_\_\_\_  
Date Confirmed \_\_\_\_\_  
(for Church Office use only)

**BRIDE** \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email address \_\_\_\_\_

Christian? \_\_\_\_\_ Church Member? \_\_\_\_\_ Where? \_\_\_\_\_

Parents \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email address \_\_\_\_\_

Church Membership of Parents \_\_\_\_\_

**GROOM** \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email address \_\_\_\_\_

Christian? \_\_\_\_\_ Church Member? \_\_\_\_\_ Where? \_\_\_\_\_

Parents \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email address \_\_\_\_\_

Church Membership of Parents \_\_\_\_\_

**REHEARSAL:**(date and time) \_\_\_\_\_ **WEDDING:**(date and time) \_\_\_\_\_

Church Facilities Desired:

Sanctuary \_\_\_\_\_ Chapel \_\_\_\_\_

Fellowship Hall \_\_\_\_\_ Bride's Room \_\_\_\_\_

Bride's Maids Room \_\_\_\_\_ Groom's Men's Room \_\_\_\_\_

Minister: \_\_\_\_\_

If you choose a minister other than one of Brookwood Baptist Church's ministers to perform your ceremony, complete the Officiating Minister Form and return it to the Pastor's office at least one (1) month prior to the wedding date. Normally, we will approve only ministers who are ordained and experienced.

\_\_\_\_\_  
Bride's Signature

\_\_\_\_\_  
Groom's Signature



# Brookwood

BAPTIST CHURCH

BRIDE \_\_\_\_\_

WEDDING DATE \_\_\_\_\_

## AGREEMENT

- ◆ I have read and understand all policies presented in this Wedding Policy.
- ◆ I agree to abide by all of the guidelines stated.
- ◆ I agree to review these regulations with those involved in my wedding (wedding party, florist, caterer, photographer, videographer) and ensure that they uphold these policies.
- ◆ I understand that Brookwood Baptist Church is not responsible for lost or stolen personal items or equipment brought to the church for rehearsals, weddings, or receptions. The building will be locked one (1) hour after the wedding ceremony or two (2) hours after the reception; I will collect all personal items before that time.
- ◆ I agree to reimburse Brookwood Baptist church for any damage to the church’s property resulting from actions of the wedding party, guests, etc.
- ◆ I understand that if these policies are not followed, my deposit may not be refunded to me.
- ◆ Premarital counseling will be provided by \_\_\_\_\_ and will be completed by (date) \_\_\_\_\_.
- ◆ **No fire arms are permitted on church campus** \_\_\_\_\_ (initial here)
- ◆ **Alcoholic beverages are not permitted on the church campus** \_\_\_\_\_ (initial here)
- ◆ **BBC is a smoke-free environment.** \_\_\_\_\_ (initial here)
- ◆ **It is the prerogative of the Wedding Coordinator, Pastor, or representative of Brookwood Baptist Church to stop a wedding if any of these situations occur. There will be no negotiation on this point.** \_\_\_\_\_ (initial here)

*Please instruct your wedding party to honor these policies.*

Bride’s Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Groom’s Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Return to your Wedding Coordinator.



# Brookwood

BAPTIST CHURCH

BRIDE \_\_\_\_\_

WEDDING DATE \_\_\_\_\_

## GENERAL INFORMATION

The following information may be completed after your wedding date has been confirmed. Please communicate this information to Rosanna Tsivourakis, Administrative Assistant, at least four weeks prior to the wedding, earlier is preferred.

Director \_\_\_\_\_ Phone \_\_\_\_\_

Organist \_\_\_\_\_ Phone \_\_\_\_\_

Pianist \_\_\_\_\_ Phone \_\_\_\_\_

Other \_\_\_\_\_ Phone \_\_\_\_\_

Vocalist(s) \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

Florist \_\_\_\_\_ Phone \_\_\_\_\_

Caterer \_\_\_\_\_ Phone \_\_\_\_\_

Photographer \_\_\_\_\_ Phone \_\_\_\_\_

Videographer \_\_\_\_\_ Phone \_\_\_\_\_

Address after Marriage:

\_\_\_\_\_

\_\_\_\_\_

Home Phone:

\_\_\_\_\_

Return to Wedding Coordinator



# Brookwood

## BAPTIST CHURCH

### FLORISTS AND DECORATORS GUIDELINES

(Florist/Decorator Copy)

- ◆ Decorations and floral arrangements not being left for the Sunday services must be removed by the florist immediately after the wedding.
- ◆ Florists may do preliminary set-up the day before the wedding. Confirm time with the Wedding Coordinator. Flowers for Saturday weddings 12 pm or later must remain in the Sanctuary for Sunday services.
- ◆ Please make arrangements with the Wedding Coordinator for time to enter church on wedding day.
- ◆ Decorations must not cause any damage to permanent furnishings.

**If attached properly, flowers may be placed on the railing. See instructions:**

1. Use plastic sheeting to cover the railing before the flowers are attached to avoid moisture on wood.
2. Attach flowers with existing hooks. Nails, tacks, tapes, etc. which damage the building/equipment are prohibited.
3. Pew markers for family members must be affixed without tape or wire or any material which may permanently mar the, deface, or injure any part of the building or equipment.
4. While working, please use plastic cloths/tarps to protect all surfaces. Remove all trash and clean area at least two hours prior to wedding ceremony.

**Throwing rice, bird seed, confetti, or other materials is not permitted on church property.**

**\*\* When using candles, please be aware of the fire code for the city of Mountain Brook.**

***Thank you for abiding by the guidelines set by Brookwood Baptist Church.***

***I have read and agreed to the above guidelines:***

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Florist	Date	Company (if applicable)
---------	------	-------------------------

**Please returned signed agreement to Wedding Coordinator.**





# Brookwood

## BAPTIST CHURCH

### PHOTOGRAPHER (Photographer's Copy)

- ◆ Please arrange to take as many pictures as possible prior to the wedding ceremony. The Minister will be available for pictures immediately following the ceremony. Please take these pictures first.
- ◆ We request pictures not be taken inside the sanctuary during the ceremony. Any request for a variance should be directed to the Wedding Coordinator.
- ◆ To prevent wax spillage, do not rearrange the candelabra(s) for pictures.

*Thank you for abiding by the guidelines set by Brookwood Baptist Church.*

*I have read and agreed to the above guidelines:*

---

**Photographer**

---

**Date**

---

**Company (if applicable)**

**Please returned signed agreement to Wedding Coordinator.**



# Brookwood

## BAPTIST CHURCH

### VIDEOGRAPHERS (Videographer's Copy)

- ◆ Please arrange to take as many pictures as possible prior to the wedding ceremony. The Minister will be available for pictures immediately following the ceremony. Please take these pictures first.
- ◆ We request pictures not be taken inside the sanctuary during the ceremony. Any request for a variance should be directed to the Wedding Coordinator.
- ◆ To prevent wax spillage, do not rearrange the candelabra(s) for pictures.

*Thank you for abiding by the guidelines set by Brookwood Baptist Church.*

*I have read and agreed to the above guidelines:*

---

**Videographer**

---

**Date**

---

**Company (if applicable)**

**Please returned signed agreement to Wedding Coordinator.**



# Brookwood

## BAPTIST CHURCH

### CATERERS GUIDELINES

(Caterer's Copy)

The Fellowship Hall and adjoining kitchen facilities are available for the reception when the wedding ceremony is performed at Brookwood Baptist Church. The bride and caterer will determine room arrangement. The custodial staff will prepare the room the night before the reception, according to the instructions provided by the bride. The caterer must contact the Wedding Coordinator one week prior to reception and discuss final arrangements. The caterer has access to the room only within the provisions below.

- Caterers should clear with the Wedding Coordinator the time when equipment, supplies, decorations, etc. for reception are to be brought to Fellowship Hall.
- The Fellowship Hall and kitchen will be unlocked four hours prior to the wedding unless other arrangements are made with the Wedding Coordinator and the Food Services Director.
- The Food Services Director, or her designated substitute, must be present while the kitchen is in use.
- The refrigerator and freezer are not available for storage prior to the wedding day. There is no mechanical dishwasher. An ice machine is available for your use.
- All caterers using the church's facilities are expected to leave them clean and orderly. Damage that occurs is to be reported to the Food Services Director immediately and arrangements made for any necessary repair charges.
- Our custodians are responsible for setting up the church facilities immediately following a reception for the next day's activities. Any delay in finishing your work will delay their schedule. All supplies and equipment must be removed from the building immediately following the reception.

*Thank you for abiding by the guidelines set by Brookwood Baptist Church.*

*I have read and agreed to the above guidelines:*

---

Caterer	Date	Company (if applicable)
---------	------	-------------------------

**Please returned signed agreement to Wedding Coordinator.**



# Brookwood

## BAPTIST CHURCH

BRIDE \_\_\_\_\_

WEDDING DATE \_\_\_\_\_

### OFFICIATING MINISTER

(If other than Brookwood Pastor or Minister)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Ordained Minister: Yes (  ) No (  )

Denomination of Ordination: \_\_\_\_\_

Present Ministry:

Pastor (  )

Staff (  )

Other \_\_\_\_\_

Church where you serve or currently attend:

Name \_\_\_\_\_

City/State \_\_\_\_\_

Return to your Wedding Coordinator



# Brookwood

## BAPTIST CHURCH

BRIDE\_\_\_\_\_

WEDDING DATE\_\_\_\_\_

### SOUND TECHNICIAN

Bride's Phone (home)\_\_\_\_\_ (cell)\_\_\_\_\_

Groom's Phone (home)\_\_\_\_\_ (cell)\_\_\_\_\_

Wedding Date\_\_\_\_\_ Time\_\_\_\_\_

Rehearsal Date\_\_\_\_\_ Time\_\_\_\_\_

Microphones Needed:

\_\_\_\_\_Minister(s) \_\_\_\_\_Instrument(s) \_\_\_\_\_Vocalist(s)\_\_\_\_\_

\*Indicate whether solo, duet, etc. Indicate where vocalist will perform (near organ, near piano, etc.) \_\_\_\_\_

Do you wish to have an audio recording of the ceremony?\_\_\_\_\_ If so, the church will provide the CD and the Sound Technician will give it to your Wedding Coordinator following the ceremony.

### FELLOWSHIP HALL

Sound system is requested for the Reception: \_\_\_\_\_Yes \_\_\_\_\_No

Minister of Music is reserving tape\_\_\_\_\_

To be played from \_\_\_\_\_(a.m.) (p.m.) to \_\_\_\_\_(a.m.)(p.m.)

Return to your Wedding Coordinator.



# Brookwood

## BAPTIST CHURCH

BRIDE \_\_\_\_\_

WEDDING DATE \_\_\_\_\_

### FACILITY

Bride's Phone (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Groom's Phone (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

Photos will be made before the wedding \_\_\_\_\_ or after \_\_\_\_\_.

#### Church Facilities:

Will your reception be at the church? \_\_\_\_\_

Number of chairs needed: \_\_\_\_\_ (200 are available)

Number of tables needed: Round \_\_\_\_\_ Long \_\_\_\_\_

*(Round tables are 60 inches and seat 8 comfortably. 30 are available.*

*Rectangular tables are 8 feet and 10 are available.)*

Please draw a basic diagram of the desired set up of the tables and chairs in the Fellowship Hall on the back of this page, with the assistance and advice of the Wedding Coordinator. Extensive decorating that requires extra hours of custodial clean up will result in additional custodial fees, to be determined by the Director of Facilities/Property.

Time the caterer will arrive: \_\_\_\_\_

(Fellowship Hall and Kitchen will be unlocked four hours prior to the wedding)

Time the florist will arrive (day and hour) \_\_\_\_\_

Will flowers be left for Sunday services? \_\_\_\_\_

Note: the church does have a kneeling bench available for use.

***\*\*The Wedding Coordinator should provide a copy of this completed form to the Director of Facility/Property at least four weeks prior to the wedding .***