

WEDDING REQUEST

All fees must be turned in to the church office at the time of request.

Your wedding date will be confirmed only after you receive a letter of confirmation from the church.

WEDDING DATE: _____

WEDDING TIME: _____

REHEARSAL DATE: _____

REHEARSAL TIME: _____

BRIDE: _____
FIRST MIDDLE LAST

GROOM: _____
FIRST MIDDLE LAST

Name You Go By: _____

Name You Go By: _____

Address: _____

Address: _____

Home Phone: _____

Home Phone: _____

Cell Phone: _____

Cell Phone: _____

Email Address: _____

Email Address: _____

Member of FPC Nashville? ___ Yes ___ No

Member of FPC Nashville? ___ Yes ___ No

Bride's Parents: _____

Groom's Parents: _____

Member(s) of FPC Nashville? ___ Yes ___ No

Member(s) of FPC Nashville? ___ Yes ___ No

Bride's Parents' Phone: _____

Groom's Parents' Phone: _____

LOCATION OF WEDDING:

_____ Sanctuary

_____ Stanford Chapel (100 people maximum)

Other: _____

LOCATION OF RECEPTION:

_____ Courtenay Hall

_____ Cheek House

_____ Not at church

Approximate number attending the wedding _____

Would you like to leave your wedding flowers for use during Sunday worship? ___ Yes ___ No

PLEASE NOTE: Flowers from weddings in the Chapel **cannot** be used for Sunday worship.

Wedding flowers will **not** be used for worship during the Advent/Christmas season. (However, flowers may be left on the first Sunday of Advent, if approved by the Flower Committee.)

If yes, the flowers are in memory of _____

One of the church organists plays for all wedding services in our church. **Please contact the Wedding Music Coordinator, Rhonda Swanson (370-4527)**, who will direct all musical elements of the service, including assisting the bride in the selection of music and directing other instrumentalists and vocalists.

The church's Wedding Guild will be available to help you coordinate your wedding. Outside wedding consultants shall **not** serve as Wedding Coordinator for the wedding services or the rehearsal.

If you plan to have your wedding reception at the church, **please contact the Facility Manager, Jason Indorato (298-9533)** to discuss your setup requirements.

I have read the wedding procedures as set forth by the Session of the church and am willing to comply with them and to instruct my florist, caterer, photographer and videographer accordingly.

Signed: _____

Date: _____

WEDDING POLICY – FLORIST

(This form must be turned in to the church office at least one month prior to the wedding.)

Remembering that a wedding is an act of Christian worship, the following policy is to be observed for weddings at First Presbyterian Church.

- Rearranging of furniture in the narthex, chancel, sanctuary and Cheek House is not permitted.
- Candelabras (not in excess of four candelabras) may be used in the chapel and sanctuary, provided proper precautions are taken to protect the floors and furniture. The church has one pair of brass candelabra that may be used. If you would like to use the church's candelabra, please make arrangements with the church's Wedding Guild Assistant.
- Only drip-less pillar candles, that are no larger than 3-inches in diameter, are allowed for use in the sanctuary windows. Drip trays must be used under the candles, and the entire candle and wick must be covered by a hurricane glass cover.
- No tacks, nails, screws, adhesives or tape, are to be used in the church. Floral decorations must be arranged so that there is no necessity to anchor or fasten them to the building or furniture.
- Small bouquets may be attached to the ends of pews with ribbons.
- Only artificial flower petals may be dropped by the flower girl(s).
- Columns in the sanctuary must be kept free of decorations.
- When potted plants or greens are used, floors and furniture must be protected from stain or drippings.
- Aisle runners are not permitted.
- Only one flower arrangement is allowed in the chancel (on the altar at the front of the sanctuary). Flowers on the railings are not permitted.
- Candle and floral decorations are not to be used in the narthex.
- Flower arrangements over the doorways in the sanctuary are not permitted.
- ***It is the responsibility of the florist (or wedding party) to remove all flowers and decorations from the church immediately after the wedding ceremony.*** Only the flowers on the chancel table may be left, if previously approved, for the Sunday worship service.
- During the Advent/Christmas season, the church's Flower Committee provides seasonal floral arrangements to decorate the sanctuary and no other floral arrangements will be allowed, except on the first Sunday in Advent. If additional wedding flowers are desired by the wedding party on the first Sunday of Advent, the church's floral arrangements/decorations are not to be removed and the wedding floral arrangement must be approved by the Flower Committee.

Wedding Name: _____ Wedding Date: _____

Florist Name: _____ Phone: _____

I/we have read and fully understand the above stated policy for weddings at First Presbyterian Church.

Signature of Florist: _____ Date: _____

WEDDING POLICY - PHOTOGRAPHS

(This form must be turned in to the church office at least one month prior to the wedding.)

We recognize the value of wedding photographs as a lasting remembrance and want to be cooperative, in keeping with the necessity of maintaining order, dignity and sacredness of the occasion. Remembering that a wedding is an act of Christian worship, the following policy is to be observed for weddings at First Presbyterian Church.

- Photos in the sanctuary or chapel must be concluded 45 minutes prior to the ceremony.
- ***Photographer(s) may not enter the sanctuary or chapel during the worship service.***
- A photographer may take pictures from the balcony in the sanctuary during the service; however, ***there must be no noise or flash.***
- Photos may not be taken from the balcony while the organist or musicians are playing.
- Before taking photos of musicians, permission from the musicians must be obtained.
- If photos are taken after the ceremony, they must be completed within 30 minutes of the conclusion of the ceremony.

Wedding Name: _____ Wedding Date: _____

Photographer Name: _____ Phone: _____

I/we have read and fully understand the above stated policy for weddings at First Presbyterian Church.

Signature of Photographer: _____

Date: _____

WEDDING POLICY – VIDEOS/RECORDING

(This form must be turned in to the church office at least one month prior to the wedding.)

Remembering that a wedding is an act of Christian worship, the following policy is to be observed for weddings at First Presbyterian Church.

- Video cameras may be used discreetly to record the service only if:
 - 1) The equipment is stationary and placed in the balcony and/or chancel.
 - 2) The equipment is out-of-sight.
 - 3) No lights are used.
 - 4) The equipment does not obstruct the view of worshippers.
- Videographers must wear appropriate dress.

Wedding Name: _____ Wedding Date: _____

Videographer Name: _____ Phone: _____

I/we have read and fully understand the above stated policy for weddings at First Presbyterian Church.

Signature of Videographer: _____

Date: _____