

## **WEDDING POLICY**

### **For Members and Immediate Family of THE BIBLE CHURCH OF LITTLE ROCK**

19111 Cantrell Road, Little Rock, AR 72223

Office 501.227.4980 | Fax 501.227.8998

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**CONGRATULATIONS on your upcoming marriage! We are glad that you have chosen to be married at The Bible Church of Little Rock!** This Wedding Policy was designed to answer many of the questions raised during wedding planning and preparation. We believe that the following procedures and guidelines will help in your preparation for this very important day. If you have questions that are not covered in this policy, please contact the BCLR Wedding Director – Diane Nichols at 501-607-1418 or email at [drnichols@practice-plus.com](mailto:drnichols@practice-plus.com).

The Bible Church of Little Rock is committed to support Christian marriage by upholding biblical standards for marriages, families, and healthy relationships. We believe that God created human beings in His own image, and that He wonderfully and absolutely creates each person. In His plan, He has given two distinct and complimentary genders which together reflect the image and nature of God (Gen. 1:26-27). We also believe that this covenant of marriage is sacred and lifelong (Mark 10:7-9, see BCLR's positions on (God's Design for Marriage).

BCLR weddings are for BCLR members and immediate family who give a credible profession of faith in Jesus Christ, are actively involved in a local evangelical church, and are living their lives in obedience to the teaching of His Word. These weddings will only be between one biological male and one biological female for life, these individuals are and have been male and female from birth.

We reserve the right to deny permission for a wedding ceremony to any party that does not comply with our convictions and beliefs from Scripture.

### **I. SCHEDULING YOUR INITIAL MEETING WITH THE WEDDING DIRECTOR**

Once you have received and read the Wedding Policy, you should schedule a meeting with the Wedding Director to discuss your wedding in general as well as the wedding date and time and rehearsal date and time. Before a date can be added to the church calendar, you must submit a signed copy of this Wedding Policy as well as the Facilities Request Form, which is available on the church website or in the church office. Among other things, these documents indicate your agreement with the bylaws of the Bible Church of Little Rock, including Article XX on Marriage, Gender and Human Sexuality. After you have returned the signed Wedding Policy and Facility Use Reservation Form to the Wedding Director, she will have it approved and signed by the Church Administrator.

If there are no conflicts, she will place your dates and times for the wedding and rehearsal on the church calendar. If for any reason you cancel or postpone your wedding, please be sure to contact the Wedding Director immediately

If the church is available and the Wedding Director has a scheduling conflict, she will contact an alternate director to work with you. After the church has approved your wedding dates, the Wedding Director or alternate will set a date for your first meeting. Prior to the scheduled appointment with the Wedding Director, the following forms listed should be completed by the Bride to include as much as she knows at the time of the first meeting:

1. Wedding/Reception Information Sheet (pages 11-14)
2. Rental Form (page 9)
3. Wedding Fees Agreement Form (page 10)
4. Bride and Groom Agreement Form (page 10)

Please bring two copies of each to the meeting. One copy of each form is for the Bride and Groom. The additional copy is to be given to the Wedding Director during the above-mentioned scheduled appointment. The BCLR Wedding Director will be able to answer all of your questions or make any clarifications regarding all of the information and guidelines contained in this Wedding Policy.

During the initial meeting the Wedding Director will give the Bride and Groom a copy of "The Soul of Modesty" and Modesty Check-List by CJ Mahaney. Please read this before meeting with BCLR's Pastor.

If an outside Wedding Planner is desired by the wedding party, he/she will still be required to use the services of a BCLR Wedding Director. The Wedding Director will provide BCLR's response on any matters of disagreement with respect to the Wedding Policy.

## **II. SCHEDULING YOUR WEDDING WITH THE OFFICIATING PASTOR**

After your first meeting with the Wedding Director, you should meet with the pastor that you have chosen to perform your ceremony so he can reserve a time for your wedding on his calendar. Because the wedding ceremony is a Christian ceremony, the officiating pastor is in charge of the rehearsal and the wedding ceremony.

What about a NON-BCLR Pastor? If you desire to use a pastor not on staff at BCLR, you can discuss this with any BCLR pastor. The non-BCLR pastor must be approved by the BCLR Board of Elders.

## **III. PREMARTIAL COUNSELING**

Premarital counseling is essential, not only for you to grow in your mutual understanding and love for one another, but also for the pastor to get to know both of you. The BCLR pastors and elders require that both of you commit yourselves to premarital counseling sessions. You will need to call the pastor to schedule these appointments. Sometime during counseling, you will discuss the wedding ceremony. Be sure to communicate any personal preferences that you would like to have added to the ceremony. The Wedding Director will need to be informed of the order of ceremony.

## **IV. INFORMAL WEDDINGS**

An informal wedding is defined as a wedding with a small number of guests without live music or a church reception and having only minimal decorations in the Worship Center. If you decide to have an informal wedding, you must still complete and return the entire document to the Wedding Director. The Facilities Request Form can be obtained on the church website or at the church office. The BCLR Wedding Director will be available to answer questions from the Bride and Groom participating in an informal wedding.

## **V. WEDDING DIRECTOR RESPONSIBILITIES**

The Wedding Director will be responsible to do the following:

- Check her calendar to make sure she has no appointments or other activities that would conflict with the scheduled dates and time for the wedding and rehearsal.
- Arrange for an alternate director to coordinate and direct the rehearsal and wedding if she has a conflict.
- Schedule a date to meet with the Bride and her mother or any responsible party. During the meeting, they will go over the Facilities Request Form, Wedding Policy, Rental Reservation Form, Fees Agreement Form, and Wedding Information Sheet, as well as discuss details of the rehearsal, wedding ceremony, and reception.
- Be a resource to help answer questions during the wedding planning and wedding event.
- Schedule a BCLR sound technician and projection/lighting technician (if needed) for the wedding (see fee schedule).
- Arrange for custodian to clean building after wedding if requested by the Bride (see fee schedule).
- Communicate to the wedding party that they are responsible to arrange for the removal or repositioning of the following items before the rehearsal and replacement after the wedding ceremony: pulpit, communion table, and kneeling bench (if being used.) They should return the sanctuary to its original condition.
- Communicate to the wedding party that they are responsible to make sure all doors are locked after the wedding clean up.
- Collect rental fees and other fees from Bride prior to the wedding to be distributed to musicians, sound/projection technicians, janitorial service, etc., if requested by the Bride.
- Type schedule (not program) for day of wedding and distribute to the wedding party at the rehearsal after receiving program from the Bride.
- Open the church at the designated time for rehearsal and wedding, including the side door of the Worship Center leading in from the choir room. (Wedding party would need a key to lock this side door.)
- Make sure the heat or air conditioning is properly regulated, contacting the Deacon of the Week for assistance if needed.
- Provide access to dressing rooms for the wedding party.
- Oversee the rehearsal along with the officiating pastor.
- Distribute flowers to bridal party and pin corsages and boutonnieres on persons designated by the Bride: groomsmen, parents, grandparents, reception servers and others.
- Light candles before photography begins. If candles are to be lit as part of the service, she will extinguish them after photography is completed.
- Direct ushers in seating of guests, parents and grandparents.
- Cue candle lighters and musicians as needed.

- Cue ring bearer, flower girl, bridesmaids, maid or matron of honor.
- Cue pastor, groomsmen, best man, and Groom.
- Cue Bride and Bride's father.

In the case of a reception held at BCLR, she will also:

- Cue the Bride and Groom as to when to cut cake, toss the garter (if desired), and throw the bridal bouquet.
- See that birdseed, bubbles, etc. are distributed by designated person and cue guests to line up outside when the Bride and Groom are preparing to leave for their honeymoon.

NOTE: The Bride and Groom must designate the responsible party who will ensure all BCLR facilities are restored to their original condition following the ceremony and reception, to include dressing rooms, bathrooms, kitchen area, nursery (if used), Activity Center, foyer, and Worship Center. BCLR janitorial service may be hired to handle some of these responsibilities (see Section VII).

If the wedding requires the moving of orchestra chairs and stands, audio equipment, or slight repositioning of the piano, then those logistics (where and how they are moved, who does the moving) must be determined by the Worship Pastor in advance. Under no circumstances are choir chairs, organ, and timpani/multi-percussion to be moved. In the absence of the Worship Pastor, the Church Administrator will act on his behalf.

The Wedding Director maintains a list of approved BCLR caterers. The Wedding Director will work with you to identify a caterer and provide instructions for using the BCLR kitchen.

## **VI. BCLR CATERER RESPONSIBILITIES**

If your reception is held at The Bible Church of Little Rock, the BCLR caterer will be responsible to do the following:

- Verify placement of all tables, cakes, and flowers used in reception area.
- Count rental dishes and flatware to be used.
- Check dishes for chips or other damage.
- Check all silver to make sure it is dry, replace protective coverings around silver and put back in boxes.
- Return dishes, flatware and silver to wedding closet.
- Notify Bride and Groom or parents of broken or chipped items.

The BCLR caterer is NOT responsible for:

- Washing dishes and silver items,
- Washing, ironing and returning tablecloths to the wedding closet,
- Making sure all lights are turned off, thermostat is reset, and the church is securely locked when the reception is over.

## **VII. JANITORIAL SERVICE**

The Bride and Groom are required to pay a cleaning fee to have the facilities cleaned after the ceremony and reception unless their family agrees to be personally responsible for cleaning. (See page 9 for fees and the Facilities Use Request Form.) If you are using the janitorial staff, payment must be made prior to the wedding. Provide payment to the Wedding Director, and she will see that the janitorial staff is paid.

The janitorial staff will be sure that the church has been cleaned in preparation for the rehearsal. They provide no services between the rehearsal and the wedding ceremony. If you have opted to hire the janitorial staff for clean up after the wedding, they will only perform regular cleaning duties such as vacuuming and rest room clean-up. The janitorial staff is not responsible for washing dishes, taking down decorations or removing candles or other items from the Worship Center.

The name of the person responsible for cleaning up areas used for the wedding and restoring them to the original use must be provided to the Wedding Director at least two weeks prior to the rehearsal.

### **VIII. SOUND TECHNICIAN/PROJECTION AND LIGHTING TECHNICIAN**

A sound technician and a projection/lighting technician from BCLR must be used to operate the church's sound and projection systems. The sound technician can make an audio recording of your wedding by personal request. Please let him know, as it will not be recorded automatically. The Wedding Director will contact the appropriate parties to arrange for approved AV technicians (as needed). (See page 9)

### **IX. MUSICIANS**

You are welcome to schedule your own pianist, organist, soloists, or other musicians for your wedding. However, if you need assistance in securing musicians or soloists, contact the Worship Pastor by calling the church office at 501-227-4980. To ensure that all of your musical selections are appropriate, please provide the Wedding Director with a list of the titles of your musical selections at least four weeks prior to the wedding ceremony. NOTE: The final decision concerning whether a particular song can be used in the wedding ceremony is subject to the approval of the Worship Pastor.

### **X. ANNOUNCEMENTS**

If you would like to put your wedding invitation in the BCLR church bulletin, we would be happy to make the announcement two weeks before the wedding date.

NOTE: A copy of your wedding invitation should be provided to a church administrative assistant at least three weeks prior to the wedding.

## **XI. FACILITIES**

There is no charge for the use of the facilities by BCLR members and their immediate families.

Note: We request that you abide by the following policies.

- No confetti is allowed inside or outside the building.
- Bird seed can be used *outside* the buildings only.
- No smoking will be allowed in the church building at any time.
- No alcoholic beverages will be allowed at any time on church premises.

### **Decorations**

For Saturday weddings, the facility will be available for decorating the day before the wedding. All other wedding days will need to be coordinated with your Wedding Director. If additional time is needed, your florist or decorator is responsible for scheduling a delivery or setup time through the Wedding Director.

1. Candles (please note exclusions and requirements):
  - No tapers (unless of the mechanical variety) may be used in the Worship Center.
  - Dripless tapers can only be used if a unity candle is a part of your ceremony. Plastic sheeting, which you can request from the Wedding Director, must be adequately placed under the unity candles.
  - Votive or pillar candles used on the ledges surrounding the baptistery in the Worship Center must be placed in the trays that are available for use. Contact the Wedding Director if you choose to use these.
  - Pillar candles used on candelabras in the Worship Center or Activity Center must have a large plastic sheeting carpet cover under them unless they are completely encased in glass.
  - Candles must be extinguished with a snuffer (not blown out) and allowed to cool before removing from holders to discard or store.
  - An additional custodial fee of \$50 will be assessed if any candle wax is left on the carpet or on the walls.
  - Candles used in the reception area must also be either encased in glass or of the mechanical variety.
2. Furniture (please note exclusions and requirements):
  - BCLR has a kneeling bench that is available for use by the bridal party. Contact the Wedding Director if you wish to use this bench.
  - No wire is allowed for connecting pew bows to pews.
  - Center steps for entering the stage area will be put in place under the direction the Wedding Director.
  - Moving or removal of orchestra chairs, stands, or musical instruments is not permitted without prior approval and specific instructions received from the Worship Pastor.
3. Wall Decorations (please note exclusions and requirements):

- No nails, glue, tacks, pins or other items can be used to fasten any decorations to walls, railings, pews or other furniture. If you have any questions, call the Wedding Director.
  - No BCLR furnishings should be removed without permission of the Wedding Director.
4. Flowers:
- Flowers used for the wedding may be left for use in the church services on the following Sunday.
  - Please note that all flowers (except those being left for Sunday services), decorations, candles, and other items used by the Wedding Party MUST be removed from the Worship Center, foyer, and Activity Center following the ceremony and reception.

## **XII. RECEPTION**

BCLR is happy to provide the use of the Activity Center for your reception. If you wish to use this facility, please schedule this with the Wedding Director. Please fill out page 14. If your reception will be held at BCLR, please adhere to the following:

1. Dancing is not generally permitted at BCLR but for wedding receptions you may have the following dances only:
  - a. Bride and Groom
  - b. Bride and Father
  - c. Groom and Mother
  - d. Bride's Parents
  - e. Groom's Parents
2. All music used should be appropriate for Christian weddings. (Approved by the Worship Pastor)
3. Wedding Director MUST be notified if dances are planned for your reception.
4. Sound technician should be notified of any sound needs in the Activity Center.
5. If you are providing any tables or chairs to be used in the Activity Center, they must have a protective cover on the legs of the item to prevent harming the floor.
6. Your caterer is responsible for scheduling a delivery or setup time through the Wedding Director.
7. No beverages using red coloring may be served due to staining of cloths and floor in the Activity Center.
8. Candles may be used on the tables but they must be in or on a glass container to prevent wax from dripping on the tablecloths. Candles must be extinguished with a snuffer (not blown out) and allowed to cool before removing from holder.
9. The kitchen and Activity Center should be cleaned immediately following the reception.
10. The Activity Center floor should be dry mopped to clean crumbs, trash, etc., and then wet mopped.
11. If any equipment, materials, or decorations cannot be removed after the reception, please contact the Wedding Director for prior approval and to schedule a later time for pick-up.

### **XIII. RENTAL POLICY**

Rental items listed on the Rental Reservation Agreement Form include dishes, flatware, tablecloths and silver trays. These are available to rent at a nominal charge as a service to you. (See page 8) These items may be used only at receptions held at BCLR. They may not be removed from the premises.

Complete the Rental Agreement Form and return it to the Director as soon as possible, no later than one (1) month prior to wedding.

The BCLR Caterer will count and issue rental items before the wedding and count and return all items to the cabinet after the reception.

A check for the total rental fees should be made payable to The Bible Church of Little Rock and conveyed to the Director at least two weeks prior to the wedding.

If any of the items are broken, torn, lost or otherwise damaged, the Bride and Groom assume the responsibility for replacing those items. Within two weeks after the wedding, the Director will send the Bride and Groom an itemized statement describing any damaged items and the cost of replacement.

A check should be made payable to The Bible Church of Little Rock for damages, breakage, etc. and sent to the Wedding Director within one month after the wedding.

Ironing of the cloths for the wedding or reception is the responsibility of the wedding party. Instructions for proper laundering of tablecloths will be provided by the Kitchen Coordinator.

NOTE: Please initial when you have read this policy in its entirety

\_\_\_\_\_   
 initial



## RENTAL RESERVATION AGREEMENT FORM

Name of Bride and Groom \_\_\_\_\_

Signature of Responsible Party \_\_\_\_\_

Glass dishes and cups, flatware, silver serving pieces and tablecloths, \$150.00

Silver serving pieces, \$60.00

Tablecloths (\$3.00 each) Number of cloths requested \_\_\_\_\_ \$ \_\_\_\_\_

### REPLACEMENT COST TABULATION

#### Dishes and Flatware Cost

Replacement Cost	Total
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300 clear glass plates	\$1.25 each
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300 clear glass punch cups	\$1.25 each
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250 Stainless forks	\$1.25 each
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125 Stainless salad forks	\$1.25 each
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125 Stainless spoons	\$1.25 each
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125 Stainless knives	\$1.25 each
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White Dinner/Luncheon Dishes	\$2.00 each
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#### Silver

2 Silver Punch Bowls, Ladles, & Trays	\$240 each set
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7 large footed oval trays	\$ 39.00 each
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2 sets of 3 graduated trays	\$ 15.00 each
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2 Three-Branch Silver Candelabras	\$ 49.00 each
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1 Silver Coffee Service	\$249.00
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#### Tablecloths

Six-foot with skirt	\$30.00
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72" Round	\$20.00
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**WEDDING FEES AND MONETARY GIFTS AGREEMENT FORM**

Any checks for requested services should be made payable to the appropriate person and given to the Wedding Director at the rehearsal or the rehearsal dinner. The Wedding Director or Alternate Director will assist you by getting this payment to the appropriate person.

Custodial Fee .....	\$100.00
Sound Technician .....	\$150.00
Projection/Lighting Technician .....	\$150.00
Wedding Director .....	\$250.00
Informal Wedding .....	\$ 75.00
BCLR Caterer (cake, punch, and food).....	\$200.00
BCLR Caterer (cake and punch only) .....	\$ 75.00
BCLR Organist* .....	\$100.00 (service only)
	\$ 50.00 (wedding rehearsal)
BCLR Pianist* .....	\$100.00 (service only)
	\$ 50.00 (wedding rehearsal)
Soloist Fee .....	\$ 50.00

\* As the amount and type of music varies greatly from one wedding to another, it should be kept in mind that the above musicians’ fees are based on a typical wedding. A typical wedding would utilize an additional musician or two and a soloist, would require very little additional rehearsal, and would not require additional arranging, composition, or contracting of musicians (which could include the usage of a choir or small orchestra). If the contracting of additional musicians is required, or custom music arranging/composition is necessary, or additional rehearsals are needed, the above fees will need to be discussed and reassessed with the individual musician(s).

**The following honorarium may be paid separately by the Groom:**

Officiating Pastors do not charge a “fee” for performing the wedding ceremony. However, a gift of appreciation is both customary and appropriate, though not required. The Groom should handle this expense. A check is usually given to the best man before the day of the wedding. The best man sees that the honorarium is given to the pastor on the day of the wedding or at the rehearsal. Since the Bride and Groom frequently ask the Director for a recommended amount, a suggested range is from \$150.00 to \$250.00.

Pastor’s Honorarium .....\$\_\_\_\_\_

**BRIDE AND GROOM AGREEMENT FORM**

- 1. We have read the Wedding Policy and agree to abide by its terms.

Signature of Bride \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Groom \_\_\_\_\_ Date \_\_\_\_\_

## WEDDING INFORMATION

Bride: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Groom: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Date & time of wedding: \_\_\_\_\_

Date & time of rehearsal: \_\_\_\_\_

Time of arrival at church on day of wedding: \_\_\_\_\_

Date and time for decorating Worship Center and Reception: \_\_\_\_\_

Dressing Room for Bridal Party – Room 202 and 204

Dressing Room for Groom's Party – Jr. High Room

Bride's Mother: \_\_\_\_\_ Phone number: \_\_\_\_\_

Escorted by: \_\_\_\_\_

Bride's Father: \_\_\_\_\_ Phone number: \_\_\_\_\_

Bride's Grandparents ushered in during ceremony:

\_\_\_\_\_ escorted by: \_\_\_\_\_

\_\_\_\_\_ escorted by: \_\_\_\_\_

\_\_\_\_\_ escorted by: \_\_\_\_\_

Groom's Mother: \_\_\_\_\_ Phone number: \_\_\_\_\_

Escorted by: \_\_\_\_\_

Groom's Father: \_\_\_\_\_ Phone number: \_\_\_\_\_

Groom's Grandparents ushered in during ceremony:

\_\_\_\_\_ escorted by: \_\_\_\_\_

\_\_\_\_\_ escorted by: \_\_\_\_\_

\_\_\_\_\_ escorted by: \_\_\_\_\_

Name and relation of person giving Bride away: \_\_\_\_\_

Family & friends of Bride needing special seating: \_\_\_\_\_

Family & friends of Groom needing special seating: \_\_\_\_\_

Number of pews needed to seat Bride's family and friends: \_\_\_\_\_

Number of pews needed to seat Groom's family and friends: \_\_\_\_\_

**WEDDING INFORMATION**

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Maid or Matron of Honor: \_\_\_\_\_

Bridesmaids (in order on stage starting with closest to Maid of Honor):  
\_\_\_\_\_  
\_\_\_\_\_

Best Man: \_\_\_\_\_

Groomsmen (in order on stage starting with closest to Best Man):  
\_\_\_\_\_  
\_\_\_\_\_

Bridesmaids walking alone or with Groomsmen: \_\_\_\_\_

Groomsmen meeting Bridesmaids at center steps and walking up together? Yes No

Head usher (Not a Groomsman): \_\_\_\_\_

Ushers (Can be groomsman): \_\_\_\_\_  
\_\_\_\_\_

Flower Girl(s): \_\_\_\_\_

Ring Bearer: \_\_\_\_\_; Rings on pillow: Yes No

Unity Candle: Yes No Will mothers light single candles during ceremony? Yes No

Kisses or presentation of flowers to Parents: \_\_\_\_\_

Kneeling Bench or other special touches: \_\_\_\_\_

Officiating Pastor(s): \_\_\_\_\_

Deacon of the Week (Wedding Director will inform the wedding party who the Deacon of the Week will be): \_\_\_\_\_

Sound Technician name & number (Director will arrange): \_\_\_\_\_

Video Camera Operator name & number: \_\_\_\_\_

Wedding music – CD or live: \_\_\_\_\_

Pianist name & number: \_\_\_\_\_

Organist name & number: \_\_\_\_\_

Last song to be played during prelude: \_\_\_\_\_

Other Musicians: \_\_\_\_\_  
\_\_\_\_\_

Soloist(s): \_\_\_\_\_  
\_\_\_\_\_

List of song selections and when they will be sung during wedding (options include: prelude music, seating of mothers, wedding processional, bridal processional, congregational hymns to be sung, lighting of unity candle, any solos to be sung during the service, recessional, postlude):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Photographer name & number: \_\_\_\_\_

Times for photos to be taken (before, during, and/or after wedding and reception):  
\_\_\_\_\_  
\_\_\_\_\_

Florist name and number: \_\_\_\_\_

Time and delivery of flowers: (make sure florist labels all flowers with names of each recipient):

\_\_\_\_\_  
Guest Book Attendant(s):

\_\_\_\_\_  
Gift Table Attendant(s):

\_\_\_\_\_  
Programs:

Additional Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RECEPTION INFORMATION (If Wedding Reception is at BCLR)**

Place of reception if being held at another location:

Reception Director (Name & Phone number): \_\_\_\_\_

Caterer (Name & Phone number): \_\_\_\_\_

Person(s) in charge of clean up (make sure adequate help is available):

Bakery (Name & Phone number): \_\_\_\_\_

Cake Delivery time: \_\_\_\_\_

Bride's Cake Servers (2 needed): \_\_\_\_\_

Groom's Cake Servers: \_\_\_\_\_

Punch servers: \_\_\_\_\_

Coffee Server: \_\_\_\_\_

Other Servers: \_\_\_\_\_

Garter toss: Yes No

Bridal bouquet toss: Yes No

Using Bridal Toss Bouquet: Yes No

Person(s) distributing bubbles or other choice: \_\_\_\_\_

(Please provide baskets or containers)

Other special arrangements that need to be made:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sound Technician: Yes \_\_\_\_\_ No \_\_\_\_\_ (Wedding Directory will arrange.)