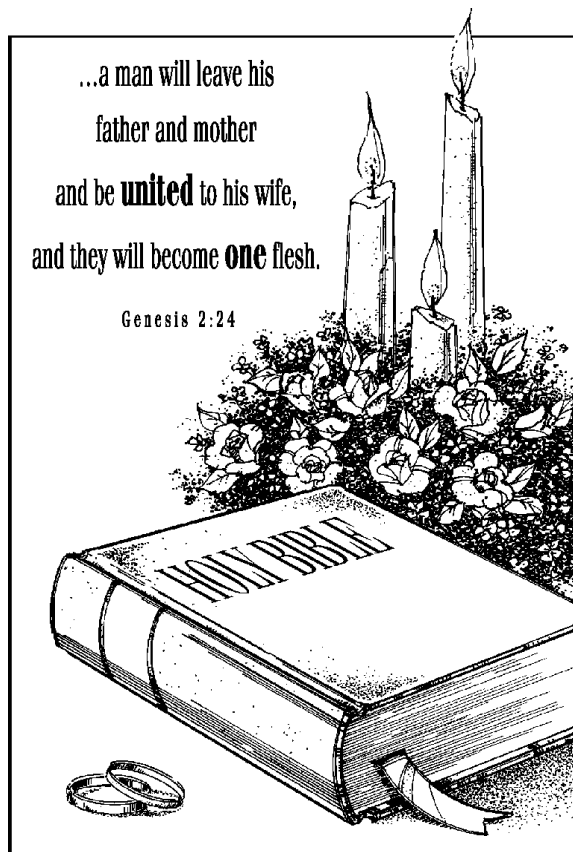


# *Wedding Planner*



## ***First Assembly of God***

*2830 Airport Way  
Fairbanks, Alaska 99709*

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# **Fairbanks First Assembly of God**

## **Wedding Policies and Procedures**

### **Congratulations!**

We are happy that you are planning your wedding in our church. We will do our best to make this holy and happy occasion all that you wish it to be. To assure that all reservations are made, please be sure to follow this checklist:

### **To Schedule Your Wedding on the Church Calendar**

- Read this booklet thoroughly and become familiar with policies.
- Return the completed wedding form to church office along with a \$100.00 deposit. Upon approval, your date will be posted to the calendar when the deposit is received. The deposit will be refunded after the wedding if policies have been followed and no damages have been incurred.
- You will be notified when the date is confirmed.

### **Preparation for Wedding**

- Schedule and attend, a series of premarital counseling sessions with the pastor performing the ceremony.
- Inform the wedding party and other people as necessary about these policies.
- Arrange for solist(s), organist or other musicians.
- Pay all fees due to the church on or before 30 days prior to the date of wedding.
- Assign a responsible person to ensure that all policies are followed and clean up is accomplished for rehearsal, wedding, and reception.

### **Day of Wedding**

- Have a responsible person ensure that all policies are followed and clean up is accomplished.

## **Wedding Personnel**

### **Officiant**

Please contact a member of the pastoral team to set up an appointment. Both you and your fiancée will need to be present. If the First Assembly pastoral team is involved in your wedding a minimum of six pre-marital counseling sessions will be required. If you are planning to not use other clergy/individuals, please speak with the senior pastor of First Assembly of God.

### **Sound Technician**

Most weddings require the use of church sound equipment. Due to the complexity of the church's sound configuration, only a trained church sound technician can operate the system. No exceptions will be made. He or she will attend the rehearsal.

## **Pianist**

The groom and bride will secure a pianist. The Pastor could provide individuals names and phone numbers of church soloists. All soloists and musicians must be approved by the pastor. An honorarium is suggested to be given to the soloist and musician on the rehearsal day.

Soloist and musicians will be allowed time to rehearse at the wedding rehearsal. However, the soloist and musician should plan to do only a sound check before the wedding.

## **Facilities Information**

### **Sanctuary**

The worship center seats approximately 400 people. Two main aisles may be used for seating guests. Ceremonies may be held on the floor or on the platform.

### **Fellowship Hall (Reception Area)**

This area may be used for a rehearsal dinner or the wedding reception. The room will accommodate approximately 135 people. The room will accommodate more if tables are not used.

Both round and rectangular tables are available.

Preparation of the meal and clean up of the reception area is the responsibility of the bride and/or groom. They should appoint someone in advance of the wedding day to assure that cleanup is done and trash taken to the dumpster.

### **Table Covers and Flatware**

We suggest paper table/vinyl table covers for ease with clean up. Supplies such as napkins, towels, flatware, dishes, cups and other tablecloths should be secured from an outside source. Both round and rectangular tables may be reserved. Please call the church office.

### **Custodial Services/Clean Up**

Custodial services are provided to assure clean, ready to use facilities. However, the wedding party is responsible for clean up of trash and for putting worship center and all other rooms back to the way they found them.

### **Child Care**

We are unable to provide or accommodate nursery care for weddings except for members and adherents.

## **Decorations & Table Clothes**

### **Decorations**

You may use any or all of the church's decorations in the worship center at no cost. Any other decorations must be approved through the church office. *First Assembly has some wedding furniture for rent (\$75.00). Please call the church office for details.*

1. Moving anything in the sanctuary must be arranged in advance through church office.
2. Nails or tacks may not be used to secure decorations. Adhesive materials such as scotch tape or masking tape may not be attached to painted or varnished surfaces.
3. Ask your florist for suggestions for hanging or securing decorations.

## **General Policies**

### **Setting Wedding Date and Time**

- Wedding and rehearsal date and time will be confirmed when:
- The wedding form and \$100.00 deposit is received in the church office and approved.
- Weddings in the sanctuary may be booked one year in advance for members of First Assembly of God and six months in advance for non-members. We will always try to give you your first choice for your wedding date.
- Weddings should not be scheduled on Saturday after 4:00 p.m.
- Weddings and/or receptions must be concluded and church facilities completely vacated by 7:00 PM on Saturdays. This included any photography and **all** clean up activities.

### **Preparing for Marriage**

We believe your marriage deserves the very best. To help you understand what it takes to have a real Christian home, we require all couples married by one of our pastors to attend a minimum of six weeks of premarital counseling.

### **Music Selection**

All musical selections, instrumental or vocal, must be approved by the pastor performing the wedding ceremony.

### **Photographer**

In keeping with the sacredness of the occasion, we request no flash pictures be taken after the bride comes down the aisle. Pictures from the back of the auditorium may be taken without a flash during the wedding ceremony. Pictures may also be taken during the recessional. It is the responsibility of the bride and groom to see that their families and friends are aware of this policy.

## **Video**

All videotaping of the ceremony must be planned prior to the wedding ceremony. The pastor and/or sound technician will help you select an appropriate location in the sanctuary to record the ceremony.

## **General Stipulations**

- Smoking is not permitted anywhere in the building.
- Alcohol is not permitted anywhere on church premises.
- Food or drink is not to be taken out of the reception areas.
- Dancing in the Sanctuary or Fellowship Hall is not permitted.
- We discourage the throwing of rice. We recommend the use of birdseed or blowing of bubbles instead. This act of celebration must be done outside of church building only.
- The bride and groom are responsible for security of all personal belongings and wedding gifts on the church premises. The church is not responsible for any lost or stolen items.
- Reservations may be cancelled up to 90 days prior to the date of the wedding with full refund of deposit.

## **Summary**

We want your wedding to be a very special and worshipful day for everyone. Please be sure you notify all persons involved in the wedding of these policies.

## Fees for Weddings at Fairbanks First Assembly of God

### Member/Adherent Fees

Sanctuary.....	No Cost
Fellowship Hall/Reception (wedding & rehearsal).....	No Cost
Nursery.....	\$7.50 per hour for each adult
Pastor.....	No Cost
Sound Technician.....	\$75.00
Pianist.....	\$75.00 (suggested honorarium)
Organist.....	\$75.00 (suggested honorarium)
Soloist.....	\$75.00 (suggested honorarium)
Custodian.....	\$100.00

### Non-Member Fees

Sanctuary.....	\$300.00
Fellowship Hall/Receptions (wedding & rehearsal).....	\$150.00
Pastor.....	\$200.00
Sound Technician.....	\$75.00
Pianist.....	\$75.00
Soloist.....	\$75.00
Custodian.....	\$100.00

### Deposit

A \$100.00 deposit is required when the wedding reservation form is returned to the church office. The deposit will be refunded in full after the wedding if no damages have been incurred and all policies have been observed (e.g., no rice, no smoking in the building, etc). The deposit is not refundable if the wedding reservation is cancelled less than 90 days prior to the date of the wedding.

# Wedding Reservation Form

Today's Date: \_\_\_\_\_

Name of Bride and Groom (to be ☺): \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Requested Date and Time of Wedding: \_\_\_\_\_

Requested Date and Time of Wedding Rehearsal: \_\_\_\_\_

Clergy/Pastor Performing the Ceremony: \_\_\_\_\_

(please note: all outside clergy must be approved by the Senior Pastor of First Assembly of God)

**Please submit or mail this form to:**

*First Assembly of God  
2830 Airport Way  
Fairbanks, AK 99709  
907-474-9112*

**A \$100.00 deposit must accompany this form for your date to be reserved.**

**For Office Use Only**

Date Received: \_\_\_\_\_

Staff Approval: \_\_\_\_\_

Date Posted To The Calendar: \_\_\_\_\_