

SOUTHPORT HEIGHTS CHRISTIAN CHURCH

# *Wedding Plans*

## *Checklist*



**“Haven’t you read,” He replied, “that at the beginning the Creator made them male and female, and said, for this reason a man will leave his father and mother and be united to his wife, and the two will become one flesh? So they are no longer two, but one. Therefore what God has joined together, let man not separate.”**

*~ Matthew 19:4-6 (NIV)*



## **Contact the SHCC Church Office: (317) 783.7714**

*This planning guide is designed to help you plan your wedding. Some items may not apply to your ceremony, but they might need to be considered.*

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### **MAKING THE RESERVATION**

*You will want to plan as early as possible, so that the use of the church facilities can be arranged, without conflict.*

- *Contact the SHCC Church Office at (317) 783.7714 to discuss the available dates on the church calendar.*
- *Meet with ministerial staff.*
- *Weddings can be booked up to one year in advance.*
- *Pay a \$100 (payable to SHCC— mark “Weddings” on the envelope) non-refundable security deposit to secure your date on the church calendar.*
- *A fee schedule is included in your Wedding Guidelines booklet.*

### **FACILITIES**

#### **Weddings may be held in:**

- Sanctuary (975 seats, including the balcony)
- Fireplace Room (40 seats)

#### **Dressings Rooms**

*Rooms are provided for the bride and groom’s parties to dress at the church. It is the responsibility of the bride and groom to arrange for the care of the property of the wedding party before, during and after the wedding, and for the removal of such items immediately following the wedding ceremony. Any rooms used may be locked, but the church is not responsible for anything lost or stolen.*

### **MILITARY CEREMONIES**

*If a family desires that a military ceremony be included in the wedding celebration, it shall follow the wedding ceremony proper and take place outside the main doors of the church building. No military sabers, swords or other weapons are allowed inside the church.*

## REHEARSALS

*Wedding rehearsals are typically held on Friday evenings and are limited to one hour. It is important that the time indicated for the rehearsal be observed since frequently more than one rehearsal takes place on a Friday evening. IF your participants arrive late, a full rehearsal may not always be possible. Please inform your wedding party of the importance of being on time.*

## WEDDING DAY

*SHCC Minister (or designee) will be present to assist the wedding party as needed in preparation for the ceremony, and direct any professionals hired by the bride and groom. Professionals hired by the bride and groom will be advised of pertinent details of the wedding, will direct the proceedings, and will handle any problems that arise.*

## MUSIC

**The Pipe Organ**— *Only the SHCC staff organist or their designee will play for weddings. This provides a musician familiar with our church and our instruments. Since music is such an important part of any wedding, the organist will meet with the bride and groom to plan the music for their ceremony.*

**\*Type of Music**— *Music is at the discretion of the wedding party, just as long as you use discretion in respect in choosing the music and lyrics.*

**\*Vocal Soloists**— *SHCC does not employ staff soloists. If a family desires to bring in their own vocalist, they may do so.*

**Instrumental Music**— *In addition to the pipe organ and piano, other instruments may be part of the wedding. Pre-recorded music may be used as well, but must be presented to the Audio/Visual team at the Rehearsal.*

## PROGRAMS

*The wedding party is responsible for printing programs if they wish to have them. We can print the programs for you at a low cost; you must provide the paper.*

*A proof copy must be submitted to the officiating minister, staff organist and church office for approval before printing. Please submit this at least two weeks in advance of the wedding date.*



### **Five to Ten Months Before Your Wedding:**

- ☐ Keep in touch with the church with any change of plans or additions.
- ☐ Set a tentative date, time, and place for the wedding and rehearsal. *If at all possible, this should be done at least six months in advance.*
- ☐ Make arrangements with the Church office— *do this early to avoid conflict.*
  - ☐ Confirm the date, time and place
  - ☐ Schedule a session with officiating minister to discuss ceremony
  - ☐ Schedule the wedding rehearsal
  - ☐ Schedule the pre-marital counseling sessions
- ☐ Decide on the type and size of the wedding
  - ☐ Family only or larger?
  - ☐ Special music (vocal and/or instrumental)?
  - ☐ Organist or pianist reserved?
  - ☐ If the bride is to be walked down the aisle and given away, who will do this?
  - ☐ Special scripture(s) passage used?
  - ☐ Double or single ring ceremony?
  - ☐ Tradition or personalized vows?
  - ☐ Candle-lighting segment?
  - ☐ Give roses (or other flowers) to mothers?
  - ☐ Who will be paying for which services?
- ☐ Decide on the place and time for the reception
  - ☐ Make reservations
- ☐ Reserve the church building (or other location) for the wedding with the Church office as soon as possible to avoid any conflicts.
- ☐ Make arrangements with caterers, church group, or private groups to provide and serve at reception.
- ☐ Reserve newspaper space early, if you desire a formal announcement with pictures.
- ☐ Select all your wedding attendants:

- |  |   |
|--|---|
| <input type="checkbox"/> Best Man              | <input type="checkbox"/> Maid/Matron of Honor   |
| <input type="checkbox"/> Bridesmaids           | <input type="checkbox"/> Jr. Bridesmaid         |
| <input type="checkbox"/> Groomsmen             | <input type="checkbox"/> Jr. Bride              |
| <input type="checkbox"/> Ring Bearer           | <input type="checkbox"/> Flower Girl            |
| <input type="checkbox"/> Ushers                | <input type="checkbox"/> Guest Book Hostess(es) |
| <input type="checkbox"/> Reception Hostess(es) | <input type="checkbox"/> Gift Table Hostess(es) |
- ☐ Select your florist and make arrangements for all flowers desired.
- ☐ Select your photographer and/or video camera operator and arrange for photos/videos desired.
- ☐ Discuss with minister where photos/videos can be taken.
- ☐ Plan your rehearsal dinner, if one is desired.
- ☐ Compile your list of friends and relatives for invitations to the wedding and/or reception.
- ☐ Order your wedding invitations.
- ☐ Decide on wedding clothes—shop early to arrange for seamstress, purchases, rentals.
- ☐ Go house hunting: plan for future home and furnishings.
- ☐ Register with at least two stores in the community on their Bridal Registry for china/crystal patterns and gifts.
- ☐ Select reception music (DJ, band, etc.).

### **One Month Before the Wedding:**

- ☐ Review and double check that all account balances have been paid with the Church office.
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|---|---|
| <input type="checkbox"/> Florist            | <input type="checkbox"/> Photographer   |
| <input type="checkbox"/> Organist           | <input type="checkbox"/> Minister       |
| <input type="checkbox"/> Custodian          | <input type="checkbox"/> Caterer        |
| <input type="checkbox"/> Invitation Printer | <input type="checkbox"/> Audio / Visual |
| <input type="checkbox"/> Building Usage     | <input type="checkbox"/> Accompanist    |
| <input type="checkbox"/> Soloist            |   |

(One Month Before Wedding— continued from page 5)

- \_\_\_ Address and mail wedding invitations
- \_\_\_ Get all gifts for maid/matron of honor, bridesmaids, best man, ushers, etc.
- \_\_\_ Groom purchases brides gift: bride purchases groom's gift.
- \_\_\_ Purchase of wedding rings.
- \_\_\_ Purchase of white guest book.
- \_\_\_ Settle remaining details of ceremony:
  - \_\_\_ Order of service (with officiating minister)
  - \_\_\_ Participants
- \_\_\_ Review Church "Wedding Policy" booklet
- \_\_\_ Plan your honeymoon— make all reservations and procure all tickets.
- \_\_\_ Arrange accommodations for out-of-town guests.
- \_\_\_ Decide who will stand in the reception line, and where to have it.
- \_\_\_ Plan exit from church.
- \_\_\_ Arrange "bubbles" distribution to guests— for when Bride/Groom leave after the ceremony.
- \_\_\_ Send announcements to the newspaper (two weeks before wedding)
- \_\_\_ Arrange joint checking and savings accounts
- \_\_\_ Procure your Wedding license from City County Building (downtown Indy)

**One Week Before the Wedding:**

- \_\_\_ Arrange for wedding gift display
- \_\_\_ Check with your florist again
  - \_\_\_ Sanctuary flowers
  - \_\_\_ Mother's flowers
  - \_\_\_ Bride's bouquet
  - \_\_\_ Bridesmaid(s)
  - \_\_\_ Flower Girl
  - \_\_\_ Boutonnieres for Groom, Groomsmen, Ushers
- \_\_\_ Purchase aisle runner
- \_\_\_ Arrange for Candelabra / candelabrum (votive candles, drop cloth)

- \_\_\_ Check on future home details
- \_\_\_ Check all wedding clothes for size, color, completeness.
- \_\_\_ Make preparations for going-away clothes and luggage.
- \_\_\_ Confirm honeymoon plans.
  - \_\_\_ Buy traveler's checks
- \_\_\_ Decide where to dress for the wedding.
- \_\_\_ Contact attendants and confirm their prompt arrival at the rehearsal.
- \_\_\_ Provide church with the Wedding license (don't wait until the rehearsal!)

### **The Day Before the Wedding:**

- \_\_\_ Pack all but last-minute things, including medications
- \_\_\_ Take care of all last-minute details of dressing/grooming.
- \_\_\_ Attend rehearsal dinner; gift out appreciation gifts.
- \_\_\_ Leave phone numbers of honeymoon destination(s) [for emergencies] with someone you trust.

### **Within One Month After Your Wedding:**

- \_\_\_ Write thank-you notes to gift givers (showers, wedding)
- \_\_\_ Review guest book and write down memorable events (as your memories will fade)
- \_\_\_ Select photographs from photographer
- \_\_\_ Review joint financial arrangements/name changes
  - \_\_\_ Joint checking, savings, lockbox
  - \_\_\_ Insurance: auto, medical, life
  - \_\_\_ Social Security
- \_\_\_ Bride changes name on driver's license, etc. ... if desired



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**SOUTHPORT HEIGHTS CHRISTIAN CHURCH**

7154 S. McFarland Rd., Indianapolis, IN 46227 | (317) 783.7714 | (317) 784.2084 fax  
[www.southportheights.org](http://www.southportheights.org)