

Wedding Packet



Dear Prospective Bride & Bridegroom,

This packet contains:

- ☞ Capstone Church Wedding Policies
- ☞ Wedding Application (*return to office*)
- ☞ Facilities Use Agreement (*return to office*)
- ☞ Facilities Use Guidelines
- ☞ Pastoral Request Form (*return to office*)
- ☞ Fee Schedule for Personnel and Music
- ☞ Additional Information Regarding Sound Technician, Video, & Wedding Coordinator
- ☞ Diagrams of Building, Sanctuary, Prayer Room, and Youth Room
- ☞ Wedding Information

Congratulations! The purpose of this packet is to help you plan your wedding. On your special day, all of the participants need to know exactly what they are to do. When all these details are taken care of ahead of time, everyone can relax and enjoy the wedding. Every bride's wedding day should be problem free. Nerves are already on edge and even small problems can seem like "mountains" on that big day. To avoid these problems as much as possible, the key phrase is "Plan Ahead". Every detail should be looked at and discussed by the bride and groom. Experience gives us the opportunity to help you along with ideas and suggestions learned over time. Please read over everything and complete the forms on pages 3, 4, & 6 and return them to the church office along with your wedding deposit which is $\frac{1}{4}$ of the total. Your date will be considered for the calendar and you should receive a call to confirm within seven business days. May God richly bless your marriage!

Capstone Church Wedding Coordinator
Rhonda Cobern

Capstone Church Wedding Policies

1. Two pastoral counseling sessions are required if a Capstone Church pastor is marrying you.
2. By the day of first pastoral appointment $\frac{1}{4}$ of the total fee is required. The total balance is due thirty days prior to the wedding date. (See schedule of fees.)
3. No alcohol permitted on church property.
4. Because this is a house of worship, no dancing is permitted.

Wedding Application

Capstone Church
4823 W. Loop 820 S.
Benbrook, TX 76126
817.336.2687

The Bride

Name _____ Home Phone _____

Address _____

Work/Cell Phone _____

Email address _____

Capstone Member? Y / N

If not, where do you attend church? _____

The Groom

Name _____ Home Phone _____

Address _____

Work/Cell Phone _____

Email address _____

Capstone Member? Y / N

If not, where do you attend church? _____

Return to church office

Facilities Use Agreement

The Elders of Capstone Church have approved the use of the building facilities to:

regarding the marriage ceremony of:

On the ___ day of _____ in the year _____ at _____ AM / PM

We have read all of this agreement. We release and hold harmless Capstone Church and its elders, directors, officers, agents, and employees from any and all liability associated with this event. We understand all of this agreement. We understand the terms, conditions, and agree to abide by all of the conditions set forth.

Bride Date _____

Groom Date _____

Return to church office

Facilities Use Guidelines

Dressing Area:

The Bride's Room is on the northeast side of the building.

The Groom's Room is on the southeast side of the building.

Note:

None of the ministers' offices or the nursery/playscape area are available to the wedding party.

Scheduling Notes:

Rehearsal times must be scheduled with the Wedding Coordinator no less than one month in advance and should not last longer than one hour.

Weddings may be scheduled for any time up until 7:00pm weekdays, and 2:00pm on Saturdays. Please plan to vacate the facility by 9:30pm weekdays, and 3:00pm on Saturdays. No weddings are permitted on National Holidays or the week before. No weddings will be scheduled the week before or during the Christmas and New Year's Holidays.

Sanctuary:

The Sanctuary may be used for the rehearsal and wedding ceremony only. The church may be decorated using floral arrangements, candelabra (dripleless candles), aisle runner, and a kneeling cushion. Only sacred music and approved wedding songs may be used. No food or drink is allowed in the Sanctuary, other than communion elements. If you wish to rearrange the platform you may do so only under the direction Wedding Coordinator. No wall coverings, banners, furniture or musical instruments may be moved without prior permission by the Wedding Coordinator. The sound booth is strictly off limits by anyone other than the designated sound technician. The piano is not to be moved or touched. Only the designated pianist may play the piano during the rehearsal and/or wedding.

Foyer/Reception Hall:

The Foyer/Reception Hall may be decorated with floral arrangements, dripleless candles and used for the reception. Do not use nails, tacks, or staples to decorate. All permanent wall decorations will remain.

Pastoral Request Form
Pastor requested to perform ceremony

First Choice: _____ Alternate: _____

Tentative Rehearsal Date: _____ Time: _____ (one hour only)

Tentative Wedding Date: _____ Time: _____

If the above date is not available, please choose an alternate tentative date.

Tentative Rehearsal Date: _____ Time: _____ (one hour only)

Tentative Wedding Date: _____ Time: _____

Facilities Requested

- Sanctuary
- Foyer/Reception Hall
- Youth Room (Weddings of 150 or less)
- Prayer Room (Weddings of 50 or less)
- Bride's & Groom's rooms
- Kitchen
- Other _____

Return to church office

Schedule of Fees for Personnel

∞ Package 1 – Seating for up to 1,012

- ∞ *Main Sanctuary* - Non-member - \$1,200 | Member - \$1,000
- ∞ Sanctuary with center aisle, special lighting and sound, bride's room, groom's room, kitchen and foyer reception area, pastor, wedding coordinator, sound technician, and one maintenance coordinator

∞ Package 2 – Seating for up to 150

- ∞ *Youth Room* - Non-member - \$800 | Member - \$600
- ∞ Youth Room with center aisle, special lighting and sound (flat panel screens for video), pastor, wedding coordinator, sound technician, and one maintenance coordinator

∞ Package 3 – Seating for up to 50

- ∞ *Prayer Room* - Non-member - \$350 | Member - \$250
- ∞ Prayer Room with no center aisle, pastor, and one maintenance coordinator

∞ Additional charges may apply based on time and size of wedding.

Reception/Rehearsal Dinner

∞ Fees for Facilities Use

(Set up/tear down tables and chairs)

- ∞ Number of people 1-150 - \$150
- ∞ Number of people 151-200 - \$200
- ∞ Number of people 201-250 - \$250
- ∞ Number of people 251-300 - \$350

Musicians Available for Wedding Ceremonies

☞ John Beyer – Guitar 817-701-8532

☞ Vince Collins – Piano 817-372-9736

Additional Information Regarding Sound Technician

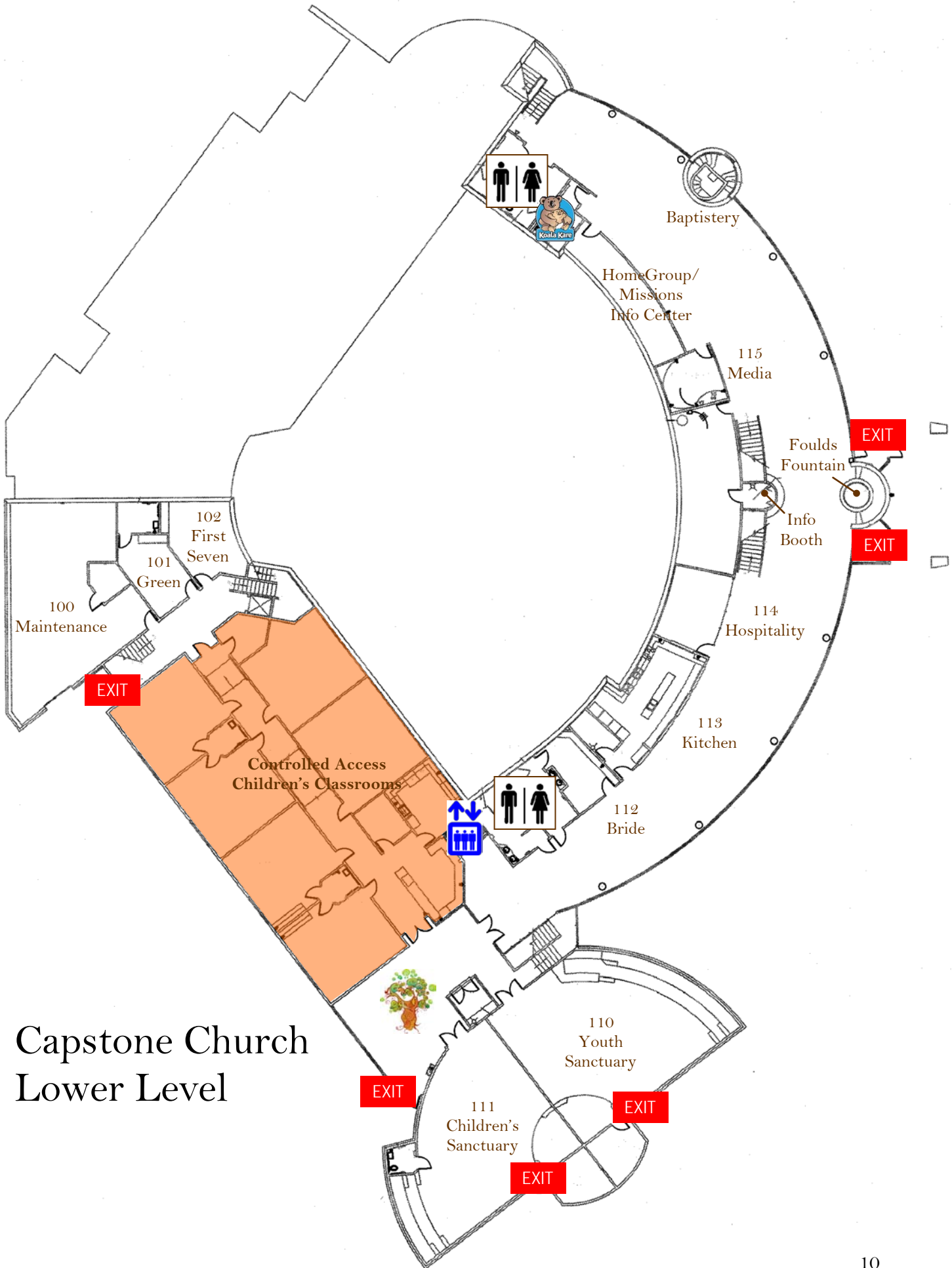
- ☞ One microphone for exclusive use by the designated pastor will be provided. (As agreed with pastoral request form). Any other microphone requirements must be arranged in advance.
 - ☞ (eg. Bride and groom, translator, special singer, duet, prayer, etc.)
- ☞ If videographers require additional services from sound technician, those arrangements must be made in advance.
 - ☞ (eg. Aux send from mixer, recording, etc.)

Video Requirements

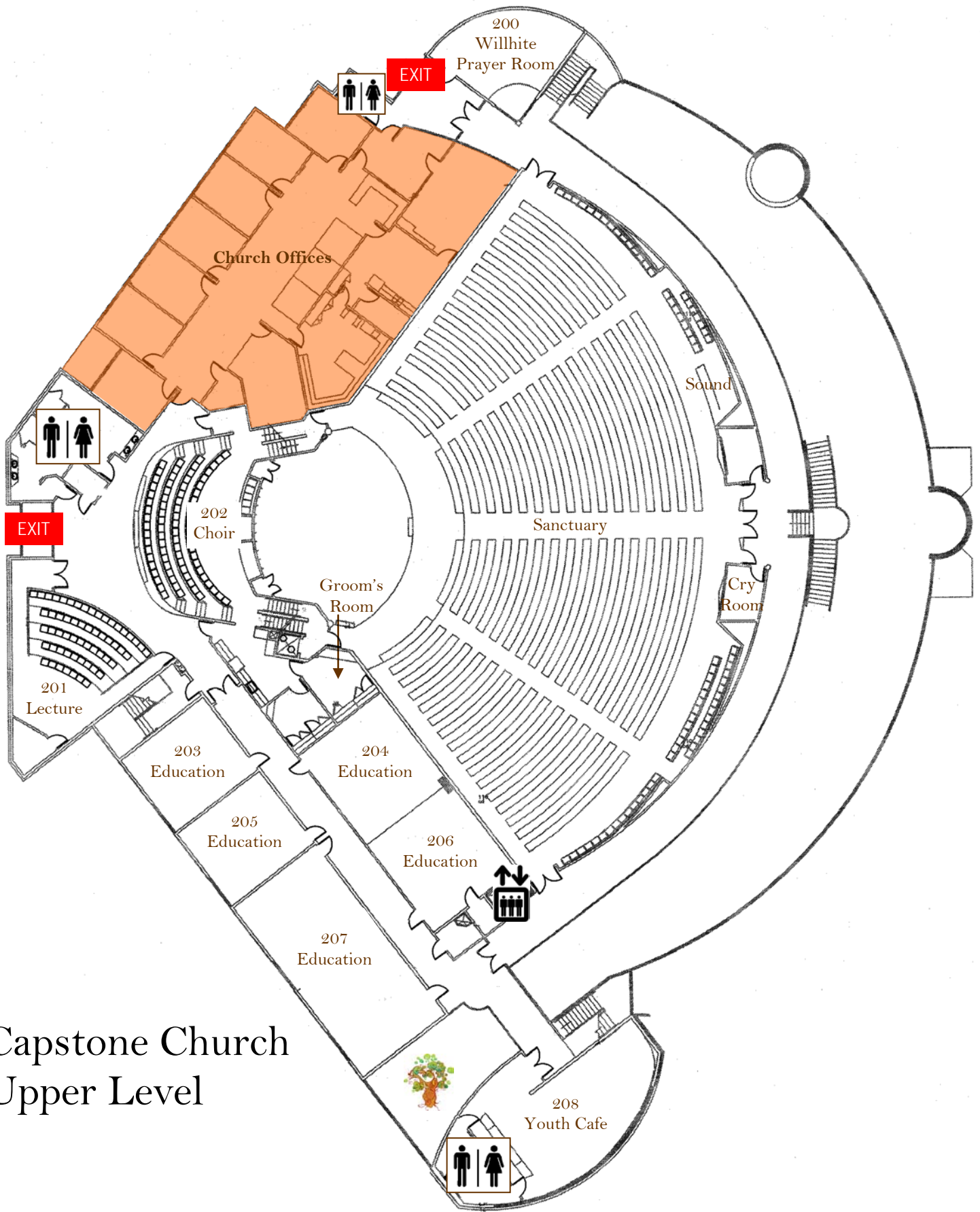
- ☞ All videos, slideshows, etc. must be submitted at least one week prior on a USB flash drive, CD, or DVD to ensure compatibility with church's equipment and software.
- ☞ DVD video may be played. Any others must be in MPEG or WMV format to play on church's computer.
- ☞ Slideshows must be in PowerPoint (.ppt or .pptx) format.
 - ☞ The projection screens in the sanctuary have a 16x10 aspect ratio, so please make the slides 10" x 6.25" or a screen resolution of 1440 x 900 to ensure correct proportions.
 - ☞ The plasma screens in the youth room have a 16x9 aspect ratio, so please make the slides 10" x 5.63" or a screen resolution of 1088 x 612 to ensure correct proportions.

Wedding Coordinator

- ☞ Capstone's Wedding Coordinator is available to answer questions and see that the building is available and unlocked for your event.
- ☞ She will oversee and facilitate the rehearsal and wedding but is not responsible for decorating (placement of flowers or candles), ordering flowers, food, or garments. Or removal of any decorations.

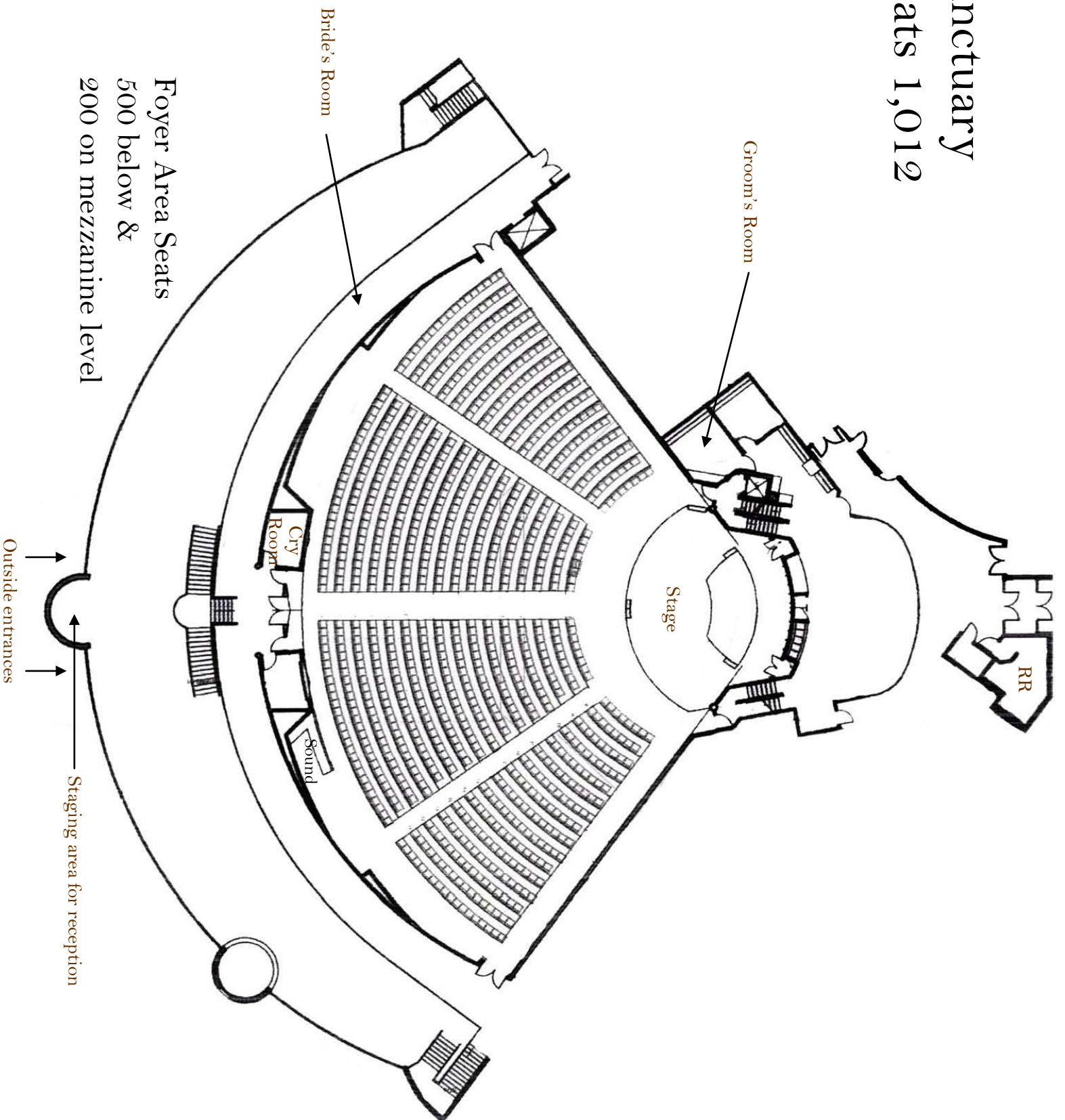


Capstone Church Lower Level



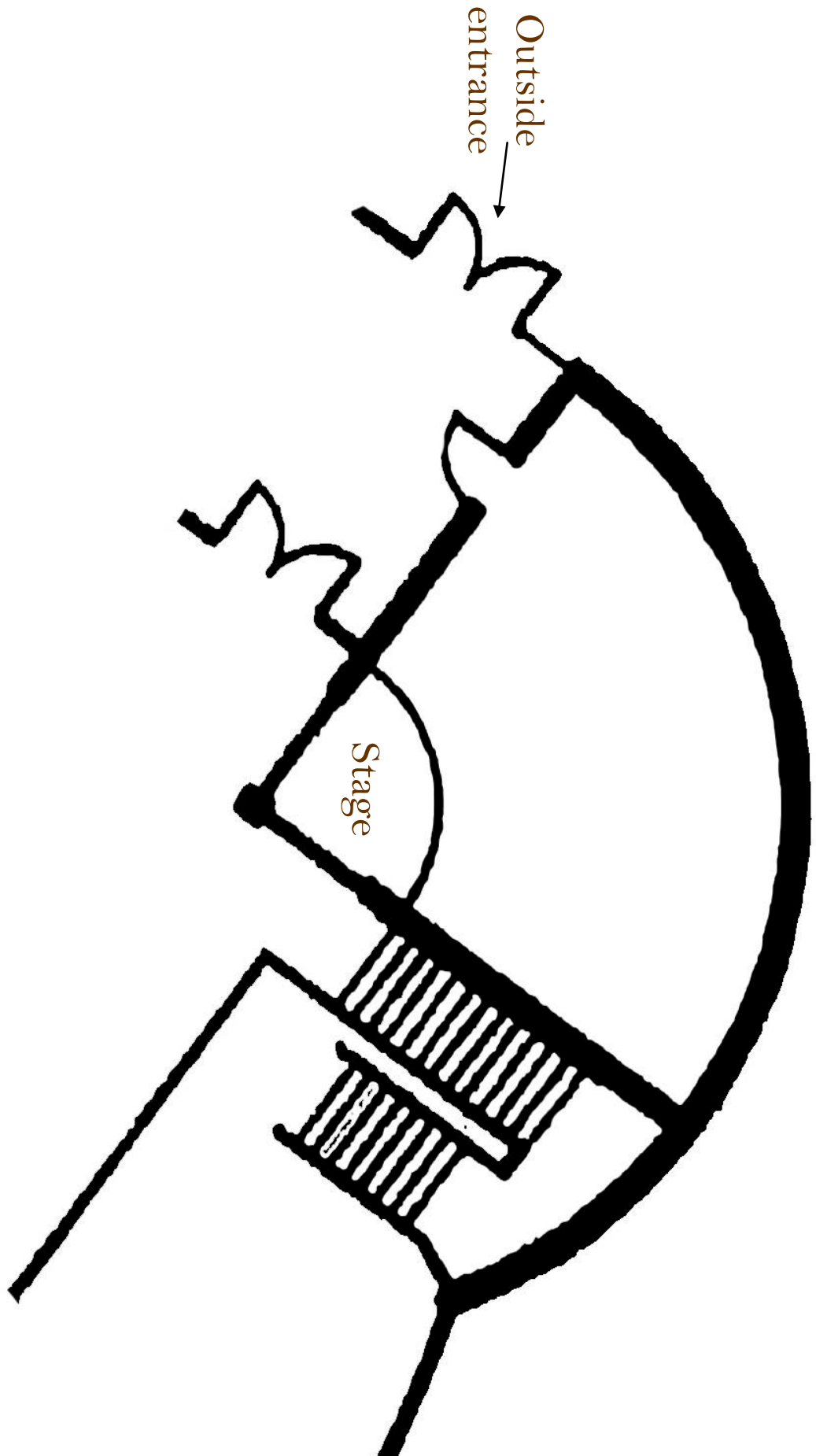
Capstone Church Upper Level

Sanctuary Seats 1,012

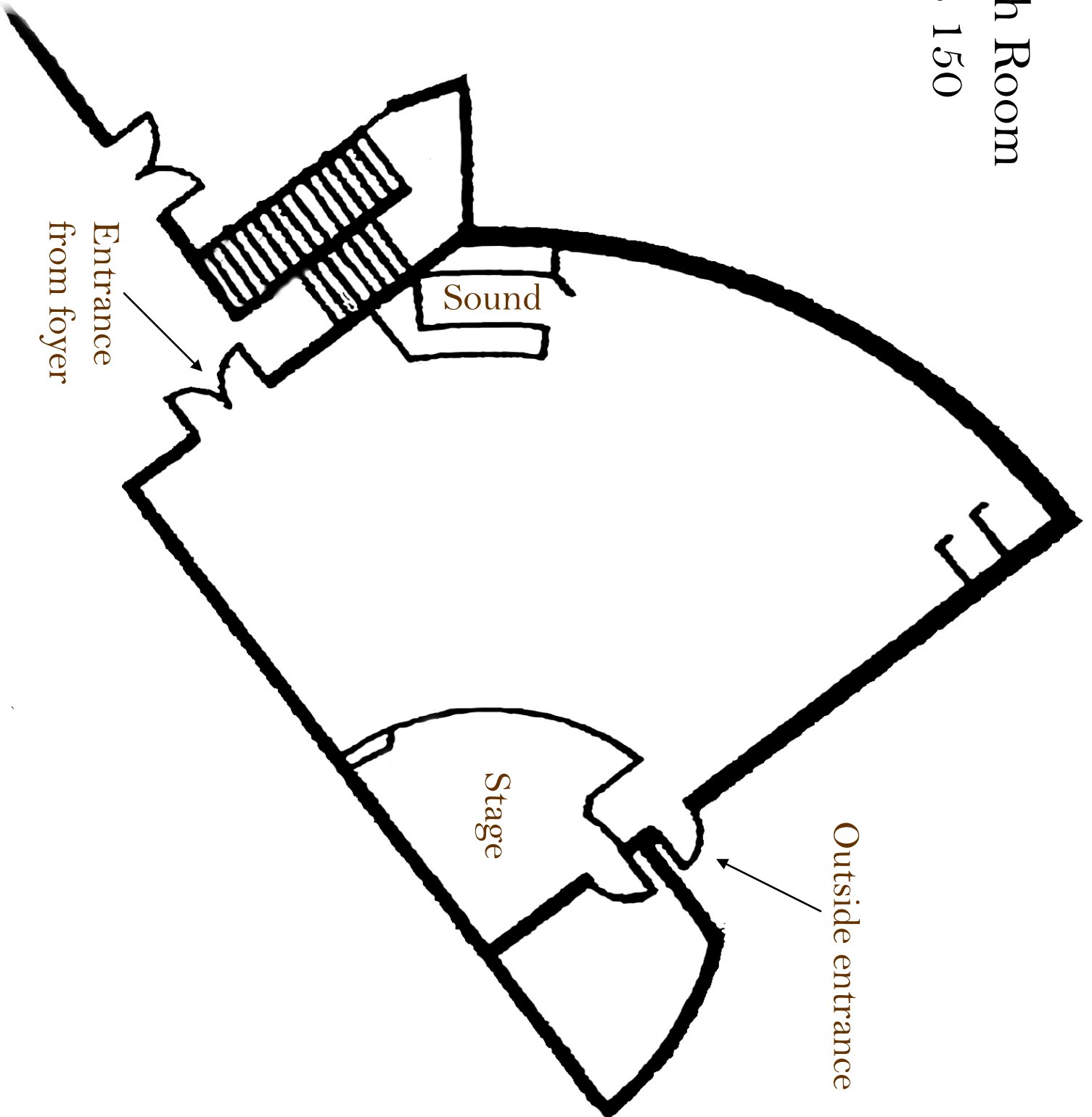


Prayer Room

Seats 50



Youth Room
Seats 150



Wedding Party

Name of Bride

Name of Groom

Maid of Honor

Best Man

Bridesmaids

Groomsmen

Flower Girl

Ring Bearer

Flower Girl's parents

Ring Bearer's parents

Bride's Mother

Groom's Mother

Bride's Stepmother

Groom's Stepmother

Bride's Father

Groom's Father

Bride's Stepfather

Groom's Stepfather

Maternal Grandparents

Paternal Grandparents

Wedding Party

Guest Book Attendant(s):

Gift Attendant(s):

Soloist/other musicians:

Organist/Pianist:

Please list all close relatives and honored guests who should receive special seating, (aunts, uncles, cousins, ministers), on respective sides (left side – Bride, right side – Groom).

Person(s) responsible for transporting gifts:

It is advisable to delegate all responsibilities.

In order for the parents of the bridal couple to relax and enjoy the celebration, do not expect them to be responsible for any details.

We will do our best to see that your wedding day is just like you want it.

Candles

Who is providing the candles?

How will they be lit? Matches / Another candle

Who will light the candles?

When?

Who will extinguish them?

When?

Reception

Name of Reception Coordinator:

Phone:

Bakery:

Phone:

Caterer:

Phone:

Time of travel:

Who is decorating the reception hall?

What time and date?

Florist

Name of florist:

Time of arrival:

Person responsible to distribute flowers:

Person responsible to remove flowers:

Will the flower girl keep her basket and the ring bearer his pillow?

Disposition of Floral Arrangements:

After Wedding:

- Leave all arrangements in sanctuary for church service.
- All arrangements to be used for reception.

After Reception:

- All arrangements to be left for church's use.
- All arrangements to be removed from church. If so by whom?

Notes:

Flower arrangements in the sanctuary must have a sturdy base and/or plate underneath. Candelabra must have scuff-proof pads under legs prior to being placed on wooden platform.

If aisle runners are used, for safety, they must be taped to the carpet, with double faced tape and may not be used on the steps.

Please attach complete list of flower recipients and specify bouquet, corsage, or boutonniere.