

**Gadsden First United Methodist Church**  
**115 South 5<sup>th</sup> Street**  
**Gadsden, AL 35901**  
**(256) 543-8200**  
Revised February 2011



## Brides Packet

Please return all forms to the church office  
Attention: Claire Wigley as soon as possible.

# Timeline

## **As soon as possible:**

- Fill out the wedding application form and turn into church office along with \$100.00 deposit. The wedding coordinator will call you and confirm date and schedule an appointment.
- Get in touch with church organist

## **One month before wedding:**

- Send in checks for church, wedding director, minister, sound technician, and custodian.
- If having reception at the church, send in diagram of tables and chairs.

## **Two weeks before wedding:**

- Contact wedding coordinator to confirm all plans

## **Rehearsal**

- The rehearsal for your wedding should be held at a time when all members of the bridal party can be present. The best time for this is between 6:00 PM and 8:00 PM the evening prior to the wedding. Forty- five (45) minutes to one hour should be allowed for the rehearsal and all principles are urged to be prompt.

**First United Methodist Church  
115 South 5<sup>th</sup> Street  
Gadsden, AL 35901  
256-543-8200**

**Wedding Application**

**BRIDE:** \_\_\_\_\_

Address \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Church Member? \_\_\_\_\_ If so, where? \_\_\_\_\_

Parent's Name and Address: \_\_\_\_\_

Church Membership of Parents: \_\_\_\_\_

**GROOM:** \_\_\_\_\_

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

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Church Member? \_\_\_\_\_ If so, where? \_\_\_\_\_

Parent's Name and Address: \_\_\_\_\_

Church Membership of Parents: \_\_\_\_\_

**REHEARSAL DATE:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**WEDDING DATE:** \_\_\_\_\_ **HOUR:** \_\_\_\_\_

**Member of Gadsden First United Methodist Church** \_\_\_\_\_

**Reservations of Facilities:**

**Sanctuary** \_\_\_\_\_ **Chapel** \_\_\_\_\_ **Gathering Room** \_\_\_\_\_ **Parlor** \_\_\_\_\_

**Activity Center** \_\_\_\_\_

**Request for First United Methodist Church Pastor** \_\_\_\_\_

If using a guest Pastor:

**Pastor Name:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_

**Church currently serving at:** \_\_\_\_\_

We have read the wedding policies of First United Methodist Church and agree to abide by these if we are permitted the use of these church facilities. We will make every effort to insure that our wedding party and those servicing the wedding will do likewise. We agree to reimburse First United Methodist Church for any damage to the church property resulting from any actions of wedding parties, guests, etc.

**Bride** \_\_\_\_\_ **Groom** \_\_\_\_\_

## Miscellaneous Information

The following information may be completed after your date has been confirmed. Please give a copy of this page from the Bride's packet to the wedding coordinator. You can turn into the church office attention: Claire Wigley, Wedding Coordinator.

Bride \_\_\_\_\_ Date \_\_\_\_\_

Organist \_\_\_\_\_ Phone: \_\_\_\_\_

Pianist \_\_\_\_\_ Phone: \_\_\_\_\_

Instrumentalist \_\_\_\_\_ Phone: \_\_\_\_\_

Vocalist(s): \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

Florist: \_\_\_\_\_ Phone \_\_\_\_\_

Wedding Caterer: \_\_\_\_\_ Phone: \_\_\_\_\_

Photographer: \_\_\_\_\_ Phone: \_\_\_\_\_

Videographer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address after marriage: \_\_\_\_\_

\_\_\_\_\_

## Financial Costs

Refundable Deposit.....\$100.00

The deposit is to be turned into church secretary with the wedding application. The deposit will be refunded provided there is no damage to the facilities or equipment.

**\*\*All fees must be paid one month prior to wedding date.**

### **Use of Facilities**

#### Non-Member

Sanctuary.....\$500.00

Gathering Room.....\$150.00

Chapel ..... 100.00

Parlor.....\$100.00

Activity Center.....\$150.00

### Members

There is no charge to members for the use of facilities. You must have been a member of Gadsden First United Methodist Church for 12 months prior to this application to receive the "member" rate. Member status will be credited to either the bride or groom if a parent is a member of the church.

### Fees for Members and Non-Members

Pastor .....\$200.00

Wedding Coordinator .....\$200.00

Organist .....\$200.00

**Sound Technician** (required for sanctuary wedding) .....\$75.00

### **Maintenance Fees**

Sanctuary .....\$150.00

Gathering Room.....\$100.00

Chapel .....\$75.00

Parlor.....\$50.00

Activity Center.....\$200.00

\*A fee of \$50.00 per hour will be added to rental charges to cover the cost of the kitchen.

Bride: \_\_\_\_\_ Wedding Date: \_\_\_\_\_

### **Financial Checklist**

- 1. Church Facilities \_\_\_\_\_
- 2. Wedding Director \_\_\_\_\_
- 3. Minister \_\_\_\_\_
- 4. Custodian \_\_\_\_\_
- 5. Sound Technician \_\_\_\_\_
- 6. Organist \_\_\_\_\_

## Building Needs

Bride: Building maintenance personnel will need the information below no less than three weeks prior to your wedding date. Please complete the form for their use. Please indicate the placement of tables and chairs for your reception on the back of this page. Return the copy of this page from your Bride's Packet to the Church Office, Attention Claire Wigley, at least three weeks prior to your wedding.

Custodian

Bride: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Hour: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Hour: \_\_\_\_\_

Church Facilities (indicate location):

Rehearsal and wedding: \_\_\_\_\_

Reception (if at the church): \_\_\_\_\_

Will flowers be left for Sunday's services? \_\_\_\_\_

Do you wish to use the church's kneeling bench? \_\_\_\_\_

# Sound for Your Wedding

If the sound system is being used at your wedding, please fill in the form below for the sound engineer. Return the copy of this page from your Bride packet to the Church Office, Attention Claire Wigley, at least three weeks prior to your wedding date.

Sound Engineer:

Bride: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Groom: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Hour: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Hour: \_\_\_\_\_

Microphones Needed:

Minister(s) \_\_\_\_\_

Instrument(s) \_\_\_\_\_

Indicate where instrumentalists will perform \_\_\_\_\_

Vocalist(s) \_\_\_\_\_

Indicate whether solo, duet, etc. Indicate where vocalists will perform  
(near organ, piano, etc)

\_\_\_\_\_



# Music for Your Wedding

Please return a copy of this page to the church office attention, Claire Wigley.

Music for the wedding of \_\_\_\_\_

Wedding Date: \_\_\_\_\_

Organist: \_\_\_\_\_ Phone: \_\_\_\_\_

Pianist: \_\_\_\_\_ Phone: \_\_\_\_\_

Other Instrumentalist(s):

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

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

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

Vocalist(s):

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

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

Prelude:

Vocal Selections:

Processional(s):

Recessional:

## **Photographer**

Pictures may be made before and after the service. Photographers may stand in the back of the church to take non-flash pictures during the ceremony. Flash pictures may only be taken as the couple leaves the church. Photographers are not to stand on the church furniture.

It is recommended that as many pictures as possible be taken **PRIOR** to the wedding ceremony.

**Bride: Please give this to the photographer of your wedding.**

## Videographer

Videotaping of the service is permitted from the narthex or the back of the sanctuary. One unattended video camera may also be placed behind the organ or piano on the stage. This camera must be discrete and in place at least 45 minutes before the wedding ceremony begins.

**Bride: Please give this to the videographer of your wedding.**

## Flowers and Decorations

The sanctuary is designed to reflect the simple beauty of things holy. All of the appointments have symbolic meaning and should be recognized as such. Weddings in the sanctuary will be performed in the United Methodist tradition. The pulpit chairs may be removed from the sanctuary, but no other furniture shall be moved. The Altar will remain in place along with the cross and candlesticks. Floral arrangements are to be no higher than the cross bar of the cross. Needlepoint alter cushions cannot be removed. If the wedding takes place during the Advent season, the Advent decorations may not be altered. The bride is responsible for discussing flower and decoration plans with wedding coordinator for approval.

Candles, candelabra, and unity candles are to be furnished by the bride. Suitable material (non-flammable) must be used to protect floors and carpets from candle drippings, even though dripless candles must be used. No candles can be used outside the chancel area because of the fire code.

Pews may be marked with flowers; bows or ribbons tied to the pews. **POSITIVELY** no tacks, glue, tape or nails may be used on any furniture or elsewhere in the church. Access from the pews to the aisles must remain open. Potted palms and plants placed on the floor or furniture should be placed in containers to prevent damage from moisture.

Flowers, decorations, and equipment must be removed immediately following the wedding ceremony.

**Bride: Please give this to the florist for your wedding.**

## Caterer

Wedding receptions may be held in the Gathering Room, Activity Center, or the Parlor, which may be opened up to six hours prior to the wedding. The kitchen may be used and must be left in the order in which it was found.

One month prior to the wedding, the caterer or bride must submit the custodian's information sheet to the church office. All requirements for the reception (location of tables, chairs, etc) should be clearly indicated on this sheet.

The caterer and/or the Bride must furnish all equipment (cake stands, punch bowls, plates, serving pieces, table linens, etc). The church will provide tables and chairs if requested.

Smoking is not permitted in or around any of our buildings. Alcoholic beverages are not permitted on the premises at any time.

**Bride: Please give this to your caterer if you are planning to have a reception at the church.**