

Date Deposit Paid \_\_\_\_\_  
Amount \$ \_\_\_\_\_

# FABC Wedding REGISTRATION FORM

Date Paid in Full \_\_\_\_\_

Today's Date: \_\_\_\_\_ Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Rehearsal Date: Thursday, \_\_\_\_\_  5:30pm-6:00pm  6:30pm-7:00pm  
Friday, \_\_\_\_\_  1:30pm-2:30pm

## BRIDE

Name: \_\_\_\_\_ Birth Date \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Home phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail address \_\_\_\_\_ Education Completed:  High School  College

Church Membership if not Franklin Avenue \_\_\_\_\_

Please check the appropriate box:  First Marriage  Divorced  Widowed

Do you have children:  Yes  No If yes, how many? \_\_\_\_\_

Is your parent(s) approving the marriage?  Yes  No

Are you saved?  Yes  No If yes, how long? \_\_\_\_\_ Is Jesus your Lord and Master?  yes  No

Place of Employment: \_\_\_\_\_

## GROOM

Name: \_\_\_\_\_ Birth Date \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Home phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail address \_\_\_\_\_ Education Completed:  High School  College

Church Membership if not Franklin Avenue \_\_\_\_\_

Please check the appropriate box:  First Marriage  Divorced  Widowed

Do you have children:  Yes  No If yes, how many? \_\_\_\_\_

Is your parent(s) approving the marriage?  Yes  No

Are you saved?  Yes  No If yes, how long? \_\_\_\_\_ Is Jesus your Lord and Master?  Yes  No

Place of Employment: \_\_\_\_\_

Sanctuary  Deacon's Room  Gallery Corner

**OFFICE USE ONLY (Wedding for non-members will be scheduled only at the request of their pastors)**

I will be able to perform the wedding  Another minister will perform the wedding

Minister's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

A copy of the form was given to the minister who will be performing the wedding Date \_\_\_\_\_

## Wedding Fees

### **Late Fees Deposit**

**Rehearsal: \$150.00**

**Wedding: \$150.00**

- You will forfeit your wedding fee deposit (which is half of the wedding fees); if you cancel your wedding seven days or less before the wedding. Any exceptions are at the discretion of the church.
- You will forfeit your late fee deposit if your wedding and /or rehearsal starts 15 or more minutes later than the scheduled starting time.

**Late for rehearsal: \$150.00**

**Late for wedding: \$150.00**

**Late for rehearsal and wedding: \$300.00**

### **Members**

#### **Members (Sanctuary):**

**Base Fee**  **\$375.00** +  **\$300.00 (Late Fee Deposit) = \$675.00**

**Members (Deacon's Room or Gallery Corner):**  \$100.00 base fee  Engineer Fee: \$75.00 if Wedding is held on a Saturday after 2:00p.m.

(The Deacon's Room and Gallery Corner can accommodate 50 people)

**Multi Media fee if desired is \$75.00\***

### **Non-Members**

**Base Fee \$2,000.00 plus \$500.00 deposit**

**PLEASE NOTE: All wedding fees must be paid by check or money order 3 months before the wedding.**

**\*indicates service is not included in base fees**

### Wedding Agreement

I hereby agree to the following:

1. To pay the appropriate wedding fees
2. To pay the required late fee deposit plus half of the wedding fees to secure my wedding date.
  - The balance of \$\_\_\_\_\_ is due 3 months before the wedding.
3. I understand that if my wedding starts on time, I will be refunded the late fee deposit, if there are no damages to the church's property that was caused by my wedding party or guests. Additional funds may be required depending on the amount of damage. If I am past 15 minutes late, my deposit will be forfeited.
4. I understand:
  - If my rehearsal is late past 15 minutes \$150.00 will not be refunded.
  - If my wedding is late past 15 minutes \$150.00 will not be refunded.
  - If I am late for both my rehearsal and wedding past 15 minutes, the entire deposit in the amount of \$300.00 will not be refunded.
5. I further understand that I am to notify the church immediately if there are any changes in my wedding plans, i.e. change of date / time, location or if my wedding is cancelled. I am to notify the church if I have a change of address in order that my deposit will be processed in a timely manner.
  - Please call the church between the hours of 9:00 a.m. and 3:00 p.m., Monday through Friday if you have any questions.
6. I am aware that the church reserves the rights to cancel my wedding if I do not start my wedding and/or rehearsal at a reasonable time because the church may have made other obligations.
7. I will abide by all of the guidelines attached.

**PLEASE NOTE: All wedding fees must be paid by check or money order 3 months before the wedding.**

**\*indicates service is not included in base fees**

### Wedding Music Agreement

1. All music presented must include the lyrics, including songs presented as instrumentals.
2. All music must be presented to the officiating Pastor (3) weeks prior to the wedding for pre-approval.
3. No music will be accepted or changed the week or day of the wedding.
4. Acceptable format for all music is CD's, DVD's or thumb drives. No social media (Facebook, U-tube etc.)
5. Music must come with track number designations pre-assigned to agenda listings.
6. If no music is submitted; unless otherwise directed, we will use church appropriate music of our own selection.

**Guidelines for Using the Facilities**

*Only Christians should request a church wedding!*

*“What therefore God hath joined together let no man put asunder.” – Matthew 19:6*

*All boxes must be initialed to identify that you have read and understand the following guidelines.*

- \_\_\_\_\_ 1. The officiating minister requires counseling – please check with the minister that is officiating your wedding to schedule your pre-marital counseling.
- \_\_\_\_\_ 2. All wedding rehearsals **must be** scheduled when your wedding is scheduled.
- \_\_\_\_\_ 3. Church Wedding Consultants will represent F.A.B.C. at both the rehearsal and the wedding. They will be responsible for the following: (1) Contacting the bride prior to the rehearsal for introduction and follow-up. (2) Assisting the couple with all requests made on behalf of the church. (3) Providing pew clips upon request. (4) Setting up a table for displaying the unity candle upon request. (5) Setting up F.A.B.C arch upon request. (6) Giving the cue when it's time for the wedding to begin.
- \_\_\_\_\_ 4. Appropriate dress attire must be worn during the rehearsal and the wedding by the entire bridal party.
- \_\_\_\_\_ 5. The entire bridal party should be completely dressed before arriving for the wedding. The bride and her bridesmaids will wait in the Greenroom until the start of the wedding.
- \_\_\_\_\_ 6. You are allowed two hours to decorate before the time of the wedding.
- \_\_\_\_\_ 7. Pulpit furniture **will not be** moved for weddings; only floral arrangements **will be** moved if requested.
- \_\_\_\_\_ 8. Decorations may only be attached to the aisle arms with pew clips. **ONLY DRIPLESS CANDLES CAN BE USED.**
- \_\_\_\_\_ 9. Rose pedals **must be** dropped sparingly on the aisle runner. Rose pedals **must not be** placed or dropped outside of the aisle runner; please be discreet on the amount you use.
- \_\_\_\_\_ 10. Water filled vases are not allowed in the sanctuary.
- \_\_\_\_\_ 11. All music **must be** in keeping with the sacredness and dignity of the wedding ceremony and **must be** approved by the officiating minister during your pre-marital counseling sessions.
- \_\_\_\_\_ 12. All children must be supervised at all times, while on the premises (this includes sanctuary, hallways, bathrooms, etc.) Your wedding coordinator's name and/or person responsible for monitoring the children phone number must be provided. Name: \_\_\_\_\_ Phone: \_\_\_\_\_
- \_\_\_\_\_ 13. The church **will not** be responsible for any lost or stolen articles (including decorations).
- \_\_\_\_\_ 14. Smoking, alcoholic beverages or non-prescribed drugs **will not** be allowed in the building or on the premises.
- \_\_\_\_\_ 15. Throwing of rice or birdseeds **will not** be permitted inside the building.
- \_\_\_\_\_ 16. Bubbles or smoke machines **are not** allowed in or outside of the building.
- \_\_\_\_\_ 17. All guest ministers **must be** approved by the Officiating Pastor one month prior to the wedding.
- \_\_\_\_\_ 18. Please call the Minister of Music, Ellis Lindsey at 504-858-0405 for all your music / musician needs. If you need a **CD or USB drive** played, all songs **must be** recorded on the device in the order that they are to be played. Recorded music **must be** given to the Church Receptionist one month prior to the rehearsal date. The following information **must be** attached: name, telephone number, and wedding date. Please submit a device that **is not** required to be returned.
- \_\_\_\_\_ 19. Please call the Pastoral Administrative Assistant if you need Multi-Media services (Big Screen Presentation in Sanctuary). A special form for Multi-Media requests **must be** completed and returned one month prior to your rehearsal date.
- \_\_\_\_\_ 20. All decorations **must be** removed from the church immediately after the wedding ceremony. Another event might be schedule after yours. The church **will not** be responsible for lost or stolen decorations that are left before or after the wedding ceremony.
- \_\_\_\_\_ 21. You are **required to comply** with the directions of the church wedding consultant or building engineer who is on duty during your wedding rehearsal and wedding.
- \_\_\_\_\_ 22. **PLEASE NOTE:** Your wedding **will not** be confirmed until the officiating pastor (or another pastor) discuss the Wedding Agreement and you have been an official member of F.A.B.C. for at least one year on the date of your wedding (the one year membership requirement may be waived by the Senior Pastor upon recommendation).

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Signatures: Bride: \_\_\_\_\_ Groom: \_\_\_\_\_  
Date: \_\_\_\_\_ Date: \_\_\_\_\_