

NAME: _____

DATE OF WEDDING: _____

WEDDING CHECK LIST

INITIAL DEPOSIT FEES:

- Office Information Sheet
- \$500.00 Non-Member Deposit
 - Authorized to Return Deposit _____
 - Address Where to Return Deposit: _____

SIX WEEKS PRIOR TO WEDDING:

- Wedding Music Selections Approved by Minister of Music
- Contact Sound Technician

THREE WEEKS PRIOR TO WEDDING:

- Facilities Fee(s) - **Fees Paid Directly to First Baptist Church**
 - \$500.00 use of Sanctuary
 - \$350.00 use of Chapel
 - \$350.00 use of Fellowship Hall for a Rehearsal Dinner
 - \$350.00 use of Fellowship Hall for a Reception

- Host/Hostess - -- Member and Non-Member - **Fees Paid Directly to Host/Hostess**
 - \$200.00 Rehearsal and Wedding
 - \$100.00 for a Rehearsal Dinner
 - \$100.00 for a Reception

- Custodial Services - -- Member and Non-Member - **Fees Paid Directly to First Baptist Church**
 - \$200.00 for the Sanctuary
 - \$100.00 for the Chapel
 - \$200.00 for the Fellowship Hall for a Rehearsal Dinner
 - \$200.00 for the Fellowship Hall for a Reception

- Sound Technician - **Fees Paid Directly to Sound Technician**
 - \$150.00 for the Sanctuary – (Member)
 - \$200.00 for the Sanctuary - (Non-Member)
 - \$100.00 for the Fellowship Hall for a Rehearsal Dinner - (Member and Non-Member)
 - \$100.00 for the Fellowship Hall for a Reception - (Member and Non-Member)

ADDITIONAL FEES TO CONSIDER: Fees Paid Directly to Individual

- Organist - **Fees Paid Directly to organist**
 - Fee to be negotiated with the wedding party. AGO standard suggested \$150.00 - \$300.00. Fee to be paid directly to the organist.
- Minister(s) - **Honorarium Paid Directly to the Minister.**
 - Usually responsibility of the groom. Honorarium according to discretion.
- Vocal and/or Instrumental Soloist(s) - **Fees Paid Directly to vocal and/or instrumental soloist(s)**
 - Fee to be negotiated with the bride/groom (\$75.00 minimum)