

## WEDDING PLANNING PACKET

It will take many, many people working together with you to make your wedding the one you have always wanted it to be. Again, we would like to congratulate you on your up-coming wedding and to tell you that it is our desire to help you in any way possible to make this exciting day a wonderful experience for everyone involved.

The following forms and vendor guidelines are enclosed with your **Wedding Planning Packet**. It is the bride's responsibility to see that each are completed and returned to the Pastor's Assistant for Weddings in a timely manner.

**Forms:** *(to be completed by couple and returned to the Pastor's Assistant for Weddings at MHBC)*

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**Guidelines:** *(to be signed by vendor and returned to the Pastor's Assistant for Weddings at MHBC)*

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**Wedding Count-Down Sheet:** 15

To help you with administrative tasks, we have enclosed a Wedding Count-Down Sheet to assist you in meeting the necessary deadlines for forms and fees.



**POLICY AGREEMENT**

**We understand** all policies concerning weddings held at Morrison Heights Baptist Church. We agree to:

1. Abide by all policies as stated in the MHBC *Wedding Policies*.
2. Ensure that the members of the wedding party understand and also abide by all policies.
3. Obtain a marriage license and present it to the minister to be signed.
4. Give appropriate guidelines to each vendor servicing our wedding and to see that a signed copy of the guidelines is faxed to Pastor's Assistant for Weddings at least **two (2) weeks** prior to wedding.
5. Refrain from using, bringing or serving alcohol, drugs or tobacco products during the activities held at the church.

**By our signatures**, we understand that failure to comply with any of the stated policies, including payment of fees on time, could be considered "disregard of policy" and could mean forfeiture of the deposit and our wedding date reservation. We also understand that we are liable for any damages that total more than the required deposit. The \$250 deposit will be refunded after the wedding if all policies are honored, facilities and furnishings not damaged, and all fees paid.

It is also understood that failure to notify the Pastor's Assistant for Weddings of any cancellation of plans at least **six (6) weeks prior** to the wedding will mean forfeiture of the deposit.

Enclosed is our \$250 deposit.

\_\_\_\_\_  
(Bride's Signature)

\_\_\_\_\_  
(Groom's Signature)

Today's Date: \_\_\_\_\_

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

**ONE MONTH AFTER THE WEDDING, MY \$250 DEPOSIT MAY BE MAILED TO:** *(Please Print)*

Name: \_\_\_\_\_

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

City, State and Zip: \_\_\_\_\_

*Please sign and return the enclosed copy of this agreement along with your deposit to the Pastor's Assistant for Weddings within **two (2) weeks** of your notification that your Wedding Date has been placed on the church calendar.*



**WEDDING INFORMATION SHEETS**

Please complete and return to the Pastor's Assistant for Weddings at least **six (6) weeks** prior to the wedding.

**Bride**

**Groom**

\_\_\_\_\_  
(Name – Please Print)

\_\_\_\_\_  
(Name – Please Print)

MHBC Member: [ ] Yes [ ] No

MHBC Member: [ ] Yes [ ] No

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State and Zip)

\_\_\_\_\_  
(City, State and Zip)

\_\_\_\_\_  
(Email Address)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Email Address)

\_\_\_\_\_  
(Phone)

=====Parents' Names=====

=====Parents' Names=====

\_\_\_\_\_  
(Name – Please Print)

\_\_\_\_\_  
(Name – Please Print)

MHBC Member: [ ] Yes [ ] No

MHBC Member: [ ] Yes [ ] No

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State and Zip)

\_\_\_\_\_  
(City, State and Zip)

\_\_\_\_\_  
(Email Address)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Email Address)

\_\_\_\_\_  
(Phone)

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

**Time:** \_\_\_\_\_

**Wedding Location:** [ ] Hampstead Boulevard Worship Center

[ ] Morrison Drive Chapel

**Reception Location:** [ ] Morrison Drive Fellowship Hall

[ ] Away from MHBC

**Pastor Performing Ceremony:** \_\_\_\_\_

*(A Guest Minister's Form must be completed for each pastor being used in the wedding ceremony who is not currently serving on our staff.)*

**Church Wedding Director:** \_\_\_\_\_ Phone \_\_\_\_\_

I have carefully read the Morrison Heights Baptist Church *Wedding Policies* and agree to comply and cooperate. I take full responsibility for any damages incurred to the Church before, during, or after my wedding ceremony and/or reception caused by our wedding party, guests, or service providers.

\_\_\_\_\_  
(Bride's Signature) \_\_\_\_\_ (Date)

\_\_\_\_\_  
(Groom's Signature) \_\_\_\_\_ (Date)



**PROPERTIES INFORMATION**

If your wedding will take place in the Hampstead Worship Center, do you want the Center Stairs added to the platform?  
 Yes    No

**FLORIST INFORMATION**

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

What time will florist arrive to decorate? \_\_\_\_\_  
*(Florist must remove decorations no more than one hour following ceremony.)*

Would you like to leave one arrangement for our Sunday Services?    Yes    No

If yes, is there special wording you would like put in the bulletin, provided there is space available?

\_\_\_\_\_  
\_\_\_\_\_

**PHOTOGRAPHER INFORMATION**

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

What time will photographs be taken on your wedding day? \_\_\_\_\_

**VIDEOGRAPHER INFORMATION**

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



**MUSIC APPROVAL REQUEST**

Please complete and return to your Pastor's Assistant For Weddings at least **eight (8) weeks** prior to the wedding.

\_\_\_\_\_  
(Bride's Name – Please Print)

\_\_\_\_\_  
(Groom's Name – Please Print)

Bride's Phones: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Groom's Phones: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Wedding Location: [ ] Hampstead Worship Center [ ] Morrison Drive Chapel

Wedding Rehearsal: Day/Date: \_\_\_\_\_ Time: \_\_\_\_\_

Wedding Ceremony: Day/Date: \_\_\_\_\_ Time: \_\_\_\_\_

Church Wedding Director: \_\_\_\_\_ Phone: \_\_\_\_\_

All music being used for the wedding ceremony must be approved by our Minister of Music at least six (6) weeks prior to the wedding date.

Please list song selections below. You will be contacted by the music office if a selection is deemed inappropriate.

**Vocal:**

1. **TITLE** \_\_\_\_\_ Composer: \_\_\_\_\_

Vocalist(s) and Instruments Used:  
\_\_\_\_\_

2. **TITLE** \_\_\_\_\_ Composer: \_\_\_\_\_

Vocalist(s) and Instruments Used:  
\_\_\_\_\_

3. **TITLE** \_\_\_\_\_ Composer: \_\_\_\_\_

Vocalist(s) and Instruments Used:  
\_\_\_\_\_

**Instrumental:**

4. **TITLE** \_\_\_\_\_ **Composer:** \_\_\_\_\_  
Instruments Used:

\_\_\_\_\_

5. **TITLE** \_\_\_\_\_ **Composer:** \_\_\_\_\_  
Instruments Used:

\_\_\_\_\_

6. **TITLE** \_\_\_\_\_ **Composer:** \_\_\_\_\_  
Instruments Used:

\_\_\_\_\_

**Pre-recorded/CD:**

7. **TITLE** \_\_\_\_\_ **Artist:** \_\_\_\_\_

8. **TITLE** \_\_\_\_\_ **Artist:** \_\_\_\_\_

9. **TITLE** \_\_\_\_\_ **Artist:** \_\_\_\_\_

**Please attach a copy of any readings, other than Biblical passages, and/or poetry to be used in the wedding ceremony for approval.**

Date Submitted: \_\_\_\_\_ Completed by: \_\_\_\_\_  
*(Name)*

=====

*FOR MUSIC OFFICE USE ONLY*

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**TECHNICAL REQUEST**

Please complete and return to the Pastor's Assistant for Weddings at least **eight (8) weeks** prior to the wedding.

\_\_\_\_\_  
(Bride's Name – Please Print)

\_\_\_\_\_  
(Groom's Name – Please Print)

Bride's Phones: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Groom's Phones: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Wedding Location: [ ] Hampstead Worship Center [ ] Morrison Drive Chapel

Rehearsal Day/Date: \_\_\_\_\_ Time: \_\_\_\_\_ Wedding Day/Date: \_\_\_\_\_ Time: \_\_\_\_\_

Church Wedding Director: \_\_\_\_\_ Phone: \_\_\_\_\_

Pastor Performing Ceremony: \_\_\_\_\_ Phone: \_\_\_\_\_

**MUSICAL INSTRUMENTS TO BE USED:**

\*Organ [ ] Yes [ ] No Organist: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Name)

Piano [ ] Yes [ ] No Pianist: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Name)

Other Instruments: \_\_\_\_\_ No. of Musicians \_\_\_\_\_

**TECHNICAL REQUESTS:**

Sound and Lighting Technicians are required for weddings in the Worship Center. Lighting Technicians are not required for weddings at the Morrison Drive Chapel.

MICROPHONE NEEDS: (List Names)

Minister(s) 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Vocalist(s) 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Reader(s) 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Special Music: Number of Solos: \_\_\_\_\_ Accompaniment: CD \_\_\_\_\_ \*Organ \_\_\_\_\_ Piano \_\_\_\_\_  
Number of Duets: \_\_\_\_\_ Accompaniment: CD \_\_\_\_\_ \*Organ \_\_\_\_\_ Piano \_\_\_\_\_

\*MEDIA TECHNICIAN FOR DVD PRESENTATION: [ ] Yes [ ] No (There is an additional \$100 fee for this service.)

Vocalists should be in place one (1) hour before the wedding for sound checks.

In order for technical requirements for a smooth wedding to be met, the WORSHIP CENTER should be cleared of florists, photographers, etc. by one (1) hour before the ceremony to allow for sound set up, sound checks and lighting adjustments. Therefore, the prelude should not begin until technical set up is completed.

\*These services are not available at the Morrison Drive Chapel.



3000 Hampstead Blvd.

**GUEST MINISTER'S FORM**

Please complete and return to the Pastor's Assistant for Weddings at least **six (6) weeks** prior to the wedding.

\_\_\_\_\_  
*(Bride's Name – Please Print)*

\_\_\_\_\_  
*(Groom's Name – Please Print)*

Wedding Rehearsal: Day/Date: \_\_\_\_\_ Time: \_\_\_\_\_

Wedding Ceremony: Day/Date: \_\_\_\_\_ Time: \_\_\_\_\_

~~~~~

Minister's Name: \_\_\_\_\_

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

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

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

*(Street or PO Box)*

Email

\_\_\_\_\_  
*(City, State, Zip)*

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

Licensed or Ordained Minister? [ ] Yes [ ] No If yes, by whom? \_\_\_\_\_

Denomination of Ordination: \_\_\_\_\_

Present ministry: [ ] Pastor [ ] Staff [ ] Other (specify) \_\_\_\_\_

Current Church: \_\_\_\_\_  Serving  Attending

\_\_\_\_\_  
*(Address)*

Today's Date: \_\_\_\_\_

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Return for confirmation to:

Pastor's Office  
Morrison Heights Baptist Church  
3000 Hampstead Blvd  
Clinton, MS 39056  
601-925-6427

01/19/11

3000 Hampstead Blvd.



## FLORIST DECORATING GUIDELINES

The wedding is tentative until a signed copy of this form is in the bride's file. Please sign and fax to Morrison Heights Baptist Church, Clinton, MS at 601-924-5622, ATTN: Pastor's Assistant for Weddings.

Decorations should be in keeping with the beauty of the church and the sacredness of the occasion. Decorations should be installed by skilled persons who will assume this responsibility with extreme care.

1. The ceremony location will be open from 3:00 PM to 6:00 PM **the day before the wedding**. The air conditioning will not be adjusted to accommodate flowers left overnight. On the wedding day, the ceremony location will open six (6) hours prior to the confirmed wedding time, **but no earlier than 7:00 AM**. (Ex: For a 2:00 PM wedding, the church will open at 8:00 AM.)
2. Nails, tacks, staples, pins, tape, adhesives, or anything that will mar woodwork or furniture cannot be used.
3. NO DECORATIONS OR CANDLES ARE TO BE PLACED ON THE ORGAN OR PIANO or anywhere that will obstruct the organist's or pianist's view of the wedding processional. No decorations may be placed within the baptistery area or the choir area. Chairs and plants in the choir loft cannot be moved.
4. Candles:
  - Only dripless candles with globes may be used on the platform. Fire resistant cloth must be placed under all candles to protect furniture, carpet and flooring. (Thin plastic or paper and green floral tissue is not acceptable as fire resistant cloths.)
  - Only flameless, battery-operated candles may be used on the aisles.
  - Candles lit for pictures before the ceremony may need to be replaced before the wedding hour.
  - Candles cannot be placed in the window of the Morrison Drive Chapel.
5. All potted plants or vases containing water may not be used without saucers or plastic placed under them to protect the carpet and furniture from spillage.
6. No furniture, instruments, or plants may be moved about to accommodate decorations. Only MHBC Properties personnel are permitted to move furniture, podiums, large plants, etc.
7. Aisle runners are not permitted.
8. Holiday and special occasion decorations (Christmas and Easter) already installed in the Worship Center may not be removed or altered.
9. All decorations, including any exterior decorations, must be removed immediately following the wedding and the reception. Wedding decorations cannot be stored at the church.

**NOTE:** One (1) flower arrangement may be left in celebration of your wedding to be used in the following Sunday worship services and then donated to MHBC Floral Committee for shut-ins. Donated flowers must be left in a disposable container.

10. Smoking and alcoholic beverages are not permitted on MHBC property at any time.

Neither MHBC nor the Wedding Director is responsible for any loss or damage to decoration items or equipment, nor are they responsible for anything left at the church.

**I have read the above Florist Decorating Guidelines and agree to follow them. If I do not, I will not serve another wedding at Morrison Heights Baptist Church.**

\_\_\_\_\_  
Florist Company or Decorator's Name (Please Print)

\_\_\_\_\_  
Bride's Name (Please Print)

\_\_\_\_\_  
Signature and Date

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



## PHOTOGRAPHER GUIDELINES

The wedding is tentative until a signed copy of this form is in the bride's file. Please sign and fax to Morrison Heights Baptist Church, Clinton, MS at 601-924-5622, ATTN: Pastor's Assistant for Weddings.

1. The ceremony location will be open from 3:00 PM to 6:00 PM **the day before the wedding**. The photographer may come to the wedding rehearsal if he/she is not familiar with the ceremony location. *(MHBC Worship Center or Chapel)*
2. On the wedding day, the ceremony location will open six (6) hours prior to the confirmed wedding time, **but no earlier than 7:00 AM**. *(Ex: For a 2:00 PM wedding, the church will open at 8:00 AM.)*
3. Photographers are to use a **silent digital camera**.
4. Pictures may be taken before and after the ceremony and during the reception.
5. All pictures taken before the ceremony must be completed one (1) hour prior to the hour of the wedding.
6. **NO FLASH PHOTOGRAPHS** are allowed during the ceremony. *(The ceremony begins when the mothers are seated.)*
7. One flash picture may be taken of the bride starting down the aisle.
8. The lighting provided will be the house lights. This light is adequate for your needs.
9. Photographers are not allowed to move plants, black out windows, or block doors or aisles.
10. Photographers are to remain near the back during the wedding and out of the view of the guests.
11. Smoking and alcoholic beverages are not permitted on MHBC property at any time.

Neither MHBC nor the Wedding Director is responsible for any loss or damage to equipment, nor are they responsible for anything left at the church.

**I have read the above Photographer Guidelines and agree to follow them. If I do not, I will not serve another wedding at Morrison Heights Baptist Church.**

\_\_\_\_\_  
*Photographer or Company Name (Please Print)*

\_\_\_\_\_  
*Bride's Name (Please Print)*

\_\_\_\_\_  
*Signature and Date*

\_\_\_\_\_  
*Wedding Date*

## VIDEOGRAPHER GUIDELINES

The wedding is tentative until a signed copy of this form is in the bride's file. Please sign and fax to Morrison Heights Baptist Church, Clinton, MS at 601-924-5622, ATTN: Pastor's Assistant for Weddings.

1. The ceremony location will be open from 3:00 PM to 6:00 PM **the day before the wedding**. The Videographer may come to the wedding rehearsal if he/she is not familiar with the ceremony location. *(MHBC Worship Center or Chapel)*
2. On the wedding day, the ceremony location will open six (6) hours prior to the confirmed wedding time, **but no earlier than 7:00 AM**. *(Ex: For a 2:00 PM wedding, the church will open at 8:00 AM.)*
3. Nails, tacks, tape, adhesives, or anything that will mar woodwork or furniture cannot be used to mount equipment.
4. Videographers must provide their own equipment. MHBC video equipment and MHBC camera operators are not available for weddings.
5. All cameras must be mounted on stationary tripods.
6. Videographers are not allowed to move plants, black out windows, or block doors or aisles.
7. Videographers are not allowed to walk around with a camera during the ceremony.
8. Videographers should not block the guests' view of the ceremony.
9. Smoking and alcoholic beverages are not permitted on MHBC property at any time.

Neither MHBC nor the Wedding Director is responsible for any loss or damage to equipment, nor are they responsible for anything left at the church.

**I have read the above Videographer Guidelines and agree to follow them. If I do not, I will not serve another wedding at Morrison Heights Baptist Church.**

\_\_\_\_\_  
*Photographer or Company Name (Please Print)*

\_\_\_\_\_  
*Bride's Name (Please Print)*

\_\_\_\_\_  
*Signature and Date*

\_\_\_\_\_  
*Wedding Date*



## OUTSIDE CATERER GUIDELINES

The wedding is tentative until a signed copy of this form is in the bride's file. Please sign and fax to Morrison Heights Baptist Church, Clinton, MS at 601-924-5622, ATTN: Pastor's Assistant for Weddings.

1. On the wedding day, the Morrison Heights Baptist Church Fellowship Hall will open six (6) hours prior to the confirmed wedding time, **but no earlier than 7:00 AM.** (Ex: For a 2:00 PM wedding, the church will open at 8:00 AM.)
2. Outside caterers may not use the church kitchen without the consultation and assistance of the MHBC Food Service Manager. When an outside caterer is used, a minimum 4-hour kitchen fee of \$100 is charged because MHBC kitchen staff must be on duty. Hours required in excess of four (4) hours are charged at \$20 per hour.
3. The caterer must provide all refreshments, dishes, serving trays, table cloths/skirts, candles, clean-up materials, etc.
4. Only MHBC kitchen staff can run the dishwasher; therefore, the Food Service Manager requires a two-week advance notice in order to schedule a worker.
5. An extra \$100 will be billed to the caterer if the MHBC staff cleans up after the reception. The caterer and/or bride are responsible for removing all remaining food and dishes. MHBC is not responsible for borrowed or rented items.
6. Caterers must contact the Wedding Director two (2) weeks prior to the wedding date to:
  - provide the name of company bringing in rental equipment and to schedule delivery.
  - schedule any items to be brought in early.
  - give notification of dishwasher needs.
  - make arrangements for the delivery of the wedding cake(s).
  - reserve the number of tables needed and provide a sketch of their arrangement.
7. Caterers must:
  - leave all floors, sinks and countertops clean.
  - remove all food, utensils, and other items brought in.
  - leave kitchen as clean and orderly as they found it.
8. Smoking and alcoholic beverages are not permitted on MHBC property at any time.

Neither MHBC nor the Wedding Director is responsible for any loss or damage to equipment, nor are they responsible for anything left at the church.

**I have read the above Outside Caterer Guidelines and agree to follow them. If I do not, I will not serve another wedding at Morrison Heights Baptist Church.**

\_\_\_\_\_  
*Photographer or Company Name (Please Print)*

\_\_\_\_\_  
*Bride's Name (Please Print)*

\_\_\_\_\_  
*Signature and Date*

\_\_\_\_\_  
*Wedding Date*

\_\_\_\_\_  
*Wedding Director's Name*

\_\_\_\_\_  
*Email Address*

\_\_\_\_\_  
*Phone Number*

**WEDDING COUNT-DOWN SHEET**

This Wedding Deadline Count-Down Sheet is provided to assist you with the timely completion of the administrative tasks that are necessary for your wedding to go as smoothly as possible. All the deadlines (except for 2) for forms and fees to be sent to the Pastor's Assistant for Weddings are based on your wedding date. Please take a few minutes to fill in the actual dates these items will be due for your wedding.

OUR WEDDING DATE IS: \_\_\_\_\_

DEADLINE	FORMS AND/OR FEES	DATE
<b>ASAP</b>	Wedding Date Request	
	Notification of Wedding Date Approval	
<b>Within 2 weeks of the notification of the church's calendaring of your wedding date</b>	Signed Policy Agreement	
	SECURITY DEPOSIT TO BE PAID	
<b>3 to 6 Months prior to your wedding date</b>	Required MHBC Pastor Consultation	
<b>8 weeks prior to your wedding date</b>	All Completed Wedding Information Sheets	
	Completed Guest Minister's Form	
	Music Approval Request	
	Technical Request	
<b>1 month prior to your wedding date</b>	ALL WEDDING FEES TO BE PAID	
	Copy of your wedding invitation for publication in the church bulletin	
<b>2 weeks prior to your wedding date</b>	MHBC Reception Request with Diagram	
	All Signed Vendor Guideline Forms	