

College Park Church
Wedding Coordinator Worksheet

Coordinators must submit a copy of this document to the Event Coordinator no later than four weeks prior to the wedding. Changes may be made to this document up to two weeks prior to the wedding, but they are subject to availability. Please submit any changes by phone or e-mail to your Wedding Coordinator who will communicate this with the sound technician and custodian.

Bride: _____	Phone: _____
Groom: _____	Phone: _____
Wedding Rehearsal Date: _____	Start time: _____ End time: _____
Location: _____	
Rehearsal Dinner Date: _____	Start time: _____ End time: _____
Location: _____	
Wedding Ceremony Date: _____	Start time: _____ End time: _____
Location: _____	
Wedding Reception: _____	Start time: _____ End time: _____
Location: _____	
Number expected to Attend: _____	Wedding: _____ Reception: _____
Officiating pastor: _____	

REHEARSAL DINNER

Are you having your rehearsal dinner at College Park? Yes No

If so, please answer the following questions:

Where? East Room _____ Ministry Center North Room _____

Will the caterer need access to the main kitchen? Yes No

Caterer: _____ Time of Arrival: _____ am/pm

Name of Master of Ceremonies (if applicable)? _____

Will you be doing a Power Point presentation/slideshow? Yes No

With audio? Yes No

Will you be using a computer/IPOD or CD? Yes No

Special needs, instructions, or requests:

WEDDING DAY

Time bridal party will arrive at church: _____ am/pm

Will the bridal party dress at church? Yes No

Guest Book Location: _____ Attendant: _____

Who will take the guest book to the reception? _____

Gift Table Location: _____ Attendant: _____

Who will take the gifts to the reception/home? _____

Will the bride and groom see each other prior to the ceremony? Yes No

Does the couple want time alone in the sanctuary before the ceremony? Yes No

Florist/Decorator: _____ Phone: _____

Time of Arrival: _____ am/pm

Who will distribute flowers to bridal party and family? _____

What is to be done with the floral arrangements after the wedding? _____

If you wish to use them for your reception, who will take them to the appropriate place?

Photographer: _____ Phone: _____

Time of Arrival: _____ am/pm

Will photos be taken before the ceremony, after the ceremony, or both? _____

Any additional information on photos? _____

Start time: _____ am/pm End time: _____ am/pm

Videographer: _____ Phone: _____

Time of Arrival: _____ am/pm

Will the bride be receiving guests before the wedding? If so, whom? _____

Are there any plans for special wedding vows or other changes/additions to the ceremony?

Who will keep the bride's and groom's rings before the wedding? _____

Are there any special relationships or conditions that require extra attention for seating (stepparents/grandparents, special friends or relatives, persons with handicaps requiring assistance, etc.)? _____

Who will remove any personal items used to decorate the church (Examples: candles, tablecloths, or items used at the wedding/reception)? _____

Who will help the Wedding Coordinator move all College Park decorations to the wedding closet after the ceremony? _____

Who will clean up food and trash in the bridal party dressing rooms and check the rooms to ensure no personal items are left behind? _____

WEDDING SETUP

Names of decorators: _____

Votive candle screen to be used? Yes No

Please list/describe the decorations from the Wedding Closet that you plan to use: _____

Unity Candle? Yes No

Communion? Yes No

Wedding programs? Yes No

Names of attendants distributing wedding programs: _____

Aisle runner? Yes No

When is the aisle runner to be pulled down (please check one)?

Prior to ceremony _____

Prior to seating of the grandparents _____

Prior to seating of parents _____

Prior to bridal party _____

Prior to bridesmaids _____

Who will pull down the aisle runner? _____

AUDIO

Do you have any Scripture readings? Yes No

Which passages? _____

Where do you want the Scripture reader(s) to stand?

Stage left side on stage _____

Stage left side off stage _____

Stage right on stage _____

Stage right off stage _____

What instrumentation will you be using for your ceremony? (Example: CD, guitar, piano, violin, harp, etc.) _____

Will any of your instrumentalists also be singing? Yes No

Will there be any ensembles (wind, brass, stringed)? Yes No

If so, what type of ensemble? _____

If so, where do you want the ensemble located? _____

Will they need a monitor? Yes No

Will they need a microphone? Yes No

Are you going to have any soloists/duets/singing groups in the ceremony? Yes No

How many? _____

Where do you want them to stand? _____

Will they be singing to a CD track or live accompaniment? _____

Will they need a monitor? Yes No

Will they need microphones? Yes No

*All music on CD must be transferred to 1 CD prior to the night of rehearsal. Please give this CD to the sound technician prior to the wedding rehearsal and earlier if possible.

Prelude/processional/recessional music: Live _____ CD _____
Microphone on groom? Yes No
Microphone on father of the bride? Yes No
Slideshow/DVD during ceremony? Yes No

If so, when will it be shown? _____

*Please ask the sound technician to assist you if you wish to move any sound equipment.

RECEPTION

Are you having your reception at College Park? Yes No

If so, please answer the following questions:

Where? East Room _____ Ministry Center Auditorium _____

Will the caterer need access to the main kitchen? Yes No

Caterer: _____ Time of Arrival: _____ am/pm

Cake provider: _____ Time of Arrival: _____ am/pm

Name of Master of Ceremonies? _____

Will you be doing a Power Point presentation/slideshow? Yes No

With or without audio? Yes No

Will you be using a computer/IPOD or CD? Yes No

Any singers? _____

Any musicians? _____

Special needs, instructions, or requests

CPC EQUIPMENT REQUIREMENTS

Tables: 60" rounds (seats 6-8) _____ 72"x 30" rectangles (seats 8-10) _____

Number of chairs:

Chapel _____

East Room _____

Ministry Center Auditorium _____

Please check the items you will need:

Lectern/podium _____

Piano _____

Music stand _____

How many? _____

Microphones _____

How many? _____

Pedestals _____

How many? _____

Garbage containers _____

How many? _____

- Please give the sound technician all DVDs and/or CDs before the rehearsal starts.**
- Please give the wedding coordinator the check for all charges for the wedding, reception, and/or rehearsal before the rehearsal starts. The check should be written out to your wedding coordinator who will distribute the funds to the sound technician and custodian.**
- Fees for a wedding: \$500 (This fee goes to the wedding coordinator, custodian, and sound technician.)**
- Fees for a reception or rehearsal: \$225 (This fee goes to the wedding coordinator, custodian, and sound technician.)**
- Please review the Wedding Guide on the College Park website before the wedding.**
- Please attach the Order of Ceremonies to this document for the wedding ceremony and for the reception if it will be at College Park.**