



wedding guide

Congratulations on your engagement and upcoming marriage! We look forward to assisting you with this very important day. On the following pages you will find steps to scheduling a wedding and general wedding and reception guidelines. **Please read everything thoroughly**, as this document is designed to help you prepare for your wedding day and all the details in the planning process.

How to Schedule a Wedding

To begin the wedding scheduling process, please follow the following three steps:

1. First, review carefully the information in this Wedding Guide.
2. Second, contact the College Park Church Resource and Events Coordinator Shannon Lewis at 317.875.0282 or via e-mail (slewis@yourchurch.com). Please note the following items before calling to schedule:
 - Due to the high number of requests we receive for weddings and our limited availability, College Park Church (CPC) **only allows members, children of members, or regular attendees** to hold weddings at College Park Church. A member is defined as an individual who has been voted in as a member by the CPC congregation. A regular attendee is defined as an individual who has attended CPC consistently for the past 8 months. If for some reason we are not able to accommodate your wedding, our pastors would love to officiate your wedding at another location.
 - Weddings may be scheduled to begin no later than 4 p.m. on Saturdays. If you are having your reception at CPC, we ask that receptions end no later than 6 p.m. in order for the facilities team to have adequate time to clean and set up for Sunday morning services.
 - Wedding rehearsals may not begin any later than 7 p.m. If the bride and groom also intend to host the rehearsal dinner at the church, the rehearsal dinner may not start any later than 7 p.m. on a Friday night.
 - We would like to give our core ministries precedence in scheduling their ministry events. Therefore, we ask that wedding chapel reservations are not scheduled any more than one year in advance. The church is unavailable for weddings during these times:
 - Sundays
 - New Year's Day
 - Palm Sunday weekend through Easter Sunday
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving weekend
 - Christmas Eve & Christmas Day

3. Third, complete and submit the online Request for Wedding form. You can access these forms by going to [the wedding page on College Park's website](#).

When the date has been approved, you will receive a confirmation e-mail from the Resource and Events Coordinator.

To help you coordinate with the church, answer planning questions, and oversee the wedding rehearsal and ceremony, we have a group of experienced wedding coordinators to help you. Your assigned wedding coordinator will contact you within two weeks of completing the Request for Wedding form. If you would like to request a specific wedding coordinator, please indicate this on the Request for Wedding online form.

If you need to change the date of your wedding please contact the Resource and Events Coordinator immediately. Changed dates are subject to availability.

Optional Wedding Services

You are free to use outside vendors (e.g., musicians, photographers, etc.) of your choice, but for your convenience, our wedding coordinators have a list of CPC musicians, photographers, videographers, and other resources.

Available Equipment at College Park Church

The resources & equipment listed below are available for your wedding. Ask your wedding coordinator for details on the availability and quantity of these items.

- Tables
- Chairs
- Grand piano in Chapel
- Lectern/Podium
- Microphones and lighting
- Candles/Candle Holders
 - 26 aisle runner candle holders with candles
 - 3 wrought iron candle screens – no candles provided
 - 2 wrought iron candelabras
- Miscellaneous wedding decorations

Note: These items may not be taken off of College Park Church's main campus and may not be borrowed or rented for events off-site.

Required Wedding Fee

While there is not a building use fee for having a wedding at College Park, a wedding fee of \$500 will be assessed to cover the cost of the services of the sound engineer, wedding coordinator, and custodian. Please give a check to your wedding coordinator **no later** than the evening of the rehearsal. The **check should be written out to your wedding coordinator**. This fee does not include any additional services you may use such as musicians, honorariums or photographers.

Requesting a Pastor to Officiate

College Park Church has several pastors on staff who are willing to officiate weddings. You are responsible for contacting the College Park pastor of your choice and arranging for that pastor to officiate your wedding. Please consider giving your pastor an honorarium for his services. Your wedding coordinator can give you more information on the amount that is appropriate for an honorarium. To request a non-College Park pastor, please complete the [Guest Pastor Request form](#) on the College Park website.

Important Documents, Programs & Order of Ceremony

Please give the following documents to your wedding coordinator at least four weeks prior to the wedding:

1. Wedding Worksheets – your wedding coordinator will discuss with you the worksheets she would like you to fill out to help you prepare for your wedding.
2. Order of Ceremony (and reception if applicable)

Please give the following documents to the wedding coordinator no later than the wedding rehearsal:

1. Marriage certificate (CPC will mail for the couple)
2. Wedding program, when applicable
3. Power Point/DVDs/CDs for wedding

Rehearsal and Decoration Guidelines

In order to keep the rehearsal to one hour, we ask that the wedding party be ready to start on time. Persons who need to be at the rehearsal are the following:

- Bride and Groom
- Best man and Maid/Matron of Honor
- Groomsmen, Bridesmaids, and Ushers
- Parents of the Bride and Groom
- Ring Bearer and Flower Girls
- All Speakers/Pastors
- Instrumentalists and anyone performing

Your wedding coordinator will let you know what time on Friday the Chapel will be available to decorate. Generally the building is not available until late morning or early afternoon.

If you would like candles, every candle must be in a container or in a candle holder. CPC offers many aisle post candle holders for no extra charge.

There are also three screens that can hold candles available at no charge. Each screen has 36 candle holders. You will need to supply tea lights to put in the holders.

If you would like to have a special setup, please ask your wedding coordinator.

Wedding Day Guidelines

The Chapel, Prayer Rooms (S109A and S109B), and Young Families Room (S103) will be reserved for your wedding day. If you need another room please contact the Resource and Events Coordinator. Please respect the presence of groups in other parts of the building and do not use any rooms that were not requested in advance.

We ask that food and drinks remain in the Commons, Prayer Rooms, and Young Families room.

Children must be under adult supervision at all times and respect given to church equipment and supplies.

Smoking and alcoholic beverages are not permitted in the building.

It is the responsibility of the wedding party to clear all tables of trash and take down decorations. Trash bags and receptacles will be provided. Please clean up any areas that you used to prepare yourself for the wedding such as restrooms or S109 and S103.

Only birdseed, flowers petals, or bubbles may be used outside the building.

The church is not responsible for any lost, stolen, or rented items.

All sound and lighting issues should be brought to the attention of the sound technician. If you have specific requests ahead of time for sound and lighting please address these with your wedding coordinator.

Receptions

College Park is not able to host large-scale receptions on our main campus. However, we can accommodate smaller receptions given a few considerations:

- The reception would take place in the East Room which is located on the northeast side of the building.
- This room can hold 140 people standing with a small “cake and punch” reception or 100 people seated for a full reception.
- For a “cake and punch” reception, chairs can be set up around the perimeter for a few guests who would like to sit
- The additional fee for a reception is
 - \$75 for the sound technician if you would like to have a microphone or other audio/visual equipment.
 - \$100 for the custodian who will set up the tables and chairs and will need to wait to set up for church the next morning after the reception.
 - \$50 for the wedding coordinator who will assist you in setting up the reception and will oversee the use of the kitchen.
 - These are the standard fees that College Park charges for a reception to pay the sound technician, custodian, and wedding coordinator for their services since this is additional work on top of their full-time jobs. These fees are in addition to the ceremony fee.

- There are no building fees added on top of this. College Park offers the facility as a service to its members.
 - Please include these fees in the check that is written to the wedding coordinator.
- Your group is responsible for all set up and tear down of any rental equipment and decorations that you might use as well as removing all leftovers of food, beverages, and condiments.
- CPC asks that your guests including children remain in the East Room to avoid food and beverages being spilled in other areas of the building and to avoid any children being unsupervised in other areas.
- Your wedding coordinator will be present to assist and answer questions during this time.
- If you would like to have a meal with your reception at the main church campus or Ministry Center, arrangements will need to be made with the Resource and Events Coordinator. Standard fees will apply.

If you have additional questions about anything covered in this guide, please feel free to contact your wedding coordinator or the Resource and Events Coordinator (slewis@yourchurch.com).

We look forward to the possibility of working with you for your very special day!