**TFC Wedding Process**

1. Couple Submits Wedding Interest Form
2. Automatic Email is sent
3. EC Confirms Availability and Schedules Tour/Meeting
4. EC Hosts Tour/Meeting
	1. Wedding Agreement is Submitted
	2. Deposit is Paid
5. EC Reserves Spaces in Rock
6. EC Secures Wedding Technician, Wedding Coordinator, and Pastor (if applicable).
7. EC Confirms Wedding and Transfers to Coordinator
	1. Roles & Expectations/FAQ Shared
8. EC Sends Couple Remaining Balance
9. EC Confirms Full Balance is Paid
10. EC Completes PO’s for Wedding Coordinator, Wedding Technician, and Pastor (if applicable).

**On-Site Wedding Form Work Flow**

**After Wedding Interest form has been submitted:**

Congratulations!

We are so excited that you are interested in having your wedding at Trinity Fellowship! Marriage is one of the most important covenants a couple can make, and we are so excited to help you prepare for that! You will be contacted with more information and the next step in the process soon.

Something encouraged by our pastors before performing a wedding ceremony is our Pre-Marriage Class that is offered four times a year. Visit [TFC.org/Events](http://tfc.org/Events) to sign up and find dates for this year’s classes!

Again, congratulations! We will be in touch very soon!

**After wedding is confirmed:**

Congratulations! Your wedding has been confirmed at Trinity Fellowship Hollywood Road!

Your wedding coordinator’s name and contact information is listed below. You will be hearing from her very soon!

Name:

Phone:

Email:

Be sure to refer to the attached *TFC Wedding Roles & Expectations – FAQ* document reviewing much of what we’ve discussed and answering some of your other questions! Also, please keep in mind that the fee for the Pastor officiating your ceremony is included in the cost of your venue (if using a TFC Pastor). However, it is encouraged for the bride and groom to give the pastor an additional honorarium, usually of between $150 and $250.

Your coordinator will take it from here, we pray your wedding process is peaceful!

**Off-Site Wedding Form Work Flow**

**After Wedding Interest form has been submitted:**

Congratulations!

Engagement is such an exciting time and we share in that excitement with you! It is our joy to connect you with a pastor to officiate your wedding.

You will be contacted soon with more information and the next step in the process. Until then, please review and complete this Wedding Officiant Agreement Form: <https://rock.tfc.org/registration/hrofficiantagree>

Something encouraged by our pastors before performing a wedding ceremony is our Pre-Marriage Class that is offered four times a year. Visit [TFC.org/Events](http://tfc.org/Events) to sign up and find dates for this year’s classes!

Again, congratulations! We will be in touch very soon!

**After officiant has been confirmed:**

Great news! We have connected you to a pastor to officiate your wedding ceremony!  You’ll find their name and contact information below.

Name:

Phone:

Email:

Please remember that it is customary for the bride and groom to give the pastor an honorarium, usually of between $150 and $250, for performing their ceremony. If you have any questions about this please let us know!

**Future (More than six months from wedding date)**

Congratulations! We are so excited that you are interested in having your wedding at Trinity Fellowship! Marriage is one of the most important covenants a couple can make, and we are so excited to help you prepare for that!

**We cannot schedule a wedding more than six months out**, due to the many church events that happen on our campus. I will be in contact at that six month mark to take the next steps in this process!

Something encouraged in the meantime is our Pre-Marriage Class that is offered four times a year. Visit [TFC.org/Events](http://tfc.org/Events) to sign up and find dates for this year’s classes!

Let me know if you have any questions in the meantime, and happy planning!