

# Wedding Coordinator Handbook





# Trinity Fellowship Church Wedding Process

Thank you for being a Trinity Fellowship Church Wedding Coordinator! Below you'll find a detailed overview of our wedding process.

## First steps for the bride and groom:

1. *Wedding Interest Form* – The couple will first fill out a Wedding Interest Form online, which is automatically submitted to the Events Coordinator. The EC ensures that the date and spaces are available and reserves them accordingly.
2. *Wedding Agreement Form* – The EC meets with the couple, and during this meeting they review and sign the Wedding Agreement Form.
3. *Non-Refundable Deposit* – The couple then pays 50% of the venue cost as a non-refundable deposit.
4. *Wedding Crew Scheduled* – The EC then schedules a Pastor (if needed), a Wedding Coordinator (that's you!) and a technician. This is the first you're hearing of the wedding opportunity!

## Things to consider when a wedding opportunity is presented:

1. Be sure to check the wedding and rehearsal dates for any conflicts in your calendar. It is important that you are available to follow through with this commitment throughout and until the end (barring any emergency circumstances). If you do accept a wedding and then encounter an emergency in which you are unable to fulfill your commitment, please contact the EC immediately.
2. Remember that you're chief as a Trinity Fellowship Wedding Coordinator is to enforce the values and guidelines expressed in the Wedding Agreement. If you would not feel comfortable addressing a violation of these values with a particular bride or groom, please do not accept that wedding opportunity.

## Once You've Accepted a Wedding:

1. Contact the bride!! (*within 1 week of accepting the wedding opportunity*)
  - Congratulate Her
  - Introduce Yourself
  - Exchange Contact Information
  - Set up an Initial Meeting
2. Have the Initial Meeting
  - The purpose of this meeting is to get to know your bride and groom, give them a tour of the spaces they have reserved, show them the available decorations, and answer any initial questions they have.
  - Go through each item on the *Initial Meeting Checklist* and be sure you have all the information you need at this time.
  - You will likely only need to meet with your bride and groom 2-3 times. You may or may not want to set a date/time for your next meeting or phone call during this meeting.

3. Communicate Housekeeping Needs
  - As the liaison between the church and the bride/groom throughout the wedding process, you will also communicate directly with Housekeeping and the wedding technician.
  - Email the Housekeeping Director the requested set-up and housekeeping needs to ensure they will be staffed and prepared.
4. Communicate Tech Needs
  - Email the wedding technician with all tech needs (songs, playlists, etc.) – include rehearsal details as well.
5. Submit Music for Approval
  - Submit all songs and playlists to the Events Coordinator (*no later than three weeks prior to the ceremony*) for approval.
6. Check in Regularly
  - Be available to your bride all throughout the wedding planning process. Check on her often to be sure she has everything she needs and answer her questions.
7. Contact Department Heads for Advanced Package Options
  - If your couple selects any of the advanced wedding package options, contact the Events Coordinator (so those charges can be added to the invoice) and the corresponding department head, so they can make arrangements to fulfill those requests.
  - All package options should be submitted to Paul Clark (*paulclark@tfc.org*).
  - All options should be selected and communicated no later than six weeks before the ceremony.
8. Have the Final Meeting
  - This meeting should occur **three weeks prior** to the wedding date.
  - Make sure the couple knows **before** this meeting that all major decisions for her wedding need to be finalized at this time.
  - Your checklist will be very helpful to you in this meeting – be sure to use it.
  - Remind the couple during this meeting that the final payment is due two weeks prior to the wedding date. (*The Events Coordinator will send a reminder email w/ payment link and their final balance.*)
  - Review the *Wedding Agreement Form* that the couple signed and agreed to upon booking their wedding.
9. Create a Service Order
  - You will need to put all elements of the ceremony together in a Service Order for the Pastor and wedding technician – use the template provided to you to do so, and let the EC know if you have any questions.
10. Communicate Updates
  - After your Final Meeting – send any updates to the Pastor, wedding technician and Housekeeping Director.

#### 11. Complete a “Walk-Through”

- About 2 days prior to the rehearsal, walk through the venue(s) selected and make sure there are no issues that need to be addressed before the couple and their families begin setting up.
- You will complete this walk-through alone, not with the bride and groom.
- Communicate any issues or concerns with the Events Coordinator or Housekeeping Director.

#### 12. Decorations/Set-Up

- Establish with the EC and Housekeeping Director a time that the couple and their families can begin set-up on the day of the rehearsal.
- Arrive in plenty of time BEFORE the families to load any decorations they’ve selected, move them to the venue space, turn on all lights, and prepare the space for decoration.
- You must be available and present throughout the entire set-up and decoration process.

#### 13. Rehearsal

- Arrive EARLY for the rehearsal
- Check over the entire space where bridal party/guests will be
- Touch base with the wedding technician and review the service order/any questions
- Bring extra copies of the service order
- You are in charge of the rehearsal! Be very flexible to the pastor and bride/groom only. If you have questions about how to run a rehearsal, please contact the EC.
- Your checklist will be helpful to you here.

#### 14. Wedding day

- Arrive BEFORE the bride arrives – you must be the first to arrive and the last to leave.
- You must be available and present throughout the entirety of the time that the couple or any family/bridal party is present on TFC property.
- Check dressing rooms for mirrors and clothing racks
- Check on the bride, groom, and wedding party often
- Ensure that the Wedding Agreement values are being adhered to
- Your checklist will be helpful to you here.

#### 15. Reception

- If there is an on campus reception, use the checklist to help you and be sure you are the last to leave.
- All decorations must be torn down and returned before leaving.
- Housekeeping will take care of the church’s tables, chairs and linens.

Please remember: Your first priority as the Wedding Coordinator is to be the advocate and representation of and brand guardian for Trinity Fellowship Church. The bride is your next priority, and it is important to cover her from any unnecessary stress. If you anticipate any issues or conflict that you cannot resolve, be sure to inform the officiating Pastor so he/she can step in.



# Trinity Fellowship Church

## Wedding Roles & Expectations

We are so excited to be hosting your wedding at Trinity Fellowship Church! The execution of your wedding will be a joint effort between you (the bride and groom), your families and friends, your wedding Pastor, and your Trinity Fellowship Church Wedding Coordinator. Your coordinator will do their best to provide seamless communication between you and Trinity Fellowship throughout the wedding process. She will be a great asset to you! There are also roles you will need to assign to your friends and family. The people you choose for these roles will free you and your immediate family to enjoy the wedding festivities without having to tend to details.

**Trinity Fellowship Church is an alcohol and tobacco free campus. If there is any alcohol or tobacco seen on site, the coordinator will ask for it to be removed immediately.**

**Wedding Coordinator Roles:** Your Wedding Coordinator will serve as Church Liaison, Rehearsal Director, Wedding Director, and Reception Director (if on site). She will be your representative for our housekeeping team, wedding technician, and Technology teams. You are in charge of the details, and if communicated properly – she will execute them for you – minimizing your stress!

**Bride & Groom's Roles to Delegate:** Your coordinator will be responsible for Trinity Fellowship Church spaces and decorations. All other wedding elements will need to be facilitated by another person of your choice. This includes: flowers, catering, wedding cake, decoration, clean-up, photographer, videographer, etc.

**Officiating Pastor:** If you choose a pastor that is not part of the Pastoral Team at Trinity Fellowship, he/she will need to contact us a minimum of three weeks prior to the wedding date. It is your responsibility to confirm that this contact was made. When using a member of the Pastoral Team from Trinity Fellowship, contact them to meet at least once before the ceremony to go over the details of the wedding.

**Music:** You will need to gather any music that will be played and give it to the wedding coordinator to be approved at least three weeks prior to your ceremony.

**Pre-Marriage Class:** The pre-marriage class is not required to be married at Trinity, but it is encouraged. This free class is offered several times a year. Go to [tfc.org/events](http://tfc.org/events) for the upcoming schedule and to get registered. Completion of this class will qualify you for a discount on your marriage license.

**Payment:** A non-refundable deposit equal to 50% of the venue cost is due when submitting the completed Wedding Agreement. The remainder of the payment is due two weeks prior to the wedding. **The couple will also be held responsible to pay for any damages to the facility or requirement of more than normal housekeeping duties as a result of your wedding, reception, wedding party and/or guests.**

## Frequently Asked Questions about Trinity Fellowship Weddings

If you don't find your questions answered below, please call our Events Coordinator at 806-355-8955!

*Q: Can I bring in my own decorations?*

A: Yes, you can! Your Wedding Coordinator will coordinate decoration times and details with you. Keep in mind that all candles must be dripleless!

*Q: Are you able to do a video recording of the ceremony?*

A: Yes, the video package is offered in the West Auditorium only. Talk to your coordinator for more details.

*Q: Is dancing allowed at the reception?*

A: Dancing is allowed with appropriate music (as approved by the Events Coordinator).

*Q: Can we bring in our own sound equipment?*

A: The fee to have your wedding at Trinity includes the cost of using our sound equipment and sound technicians for the rehearsal, ceremony, and reception. Renting or bringing in your own sound equipment is not necessary.

*Q: Can we have secular music played at our wedding?*

A: Yes, as long as the music is appropriate, has been submitted to your wedding coordinator at least three weeks before the ceremony, and has been approved by the Events Coordinator.

*Q: How much is the typical honorarium for the Pastor performing the ceremony; is this included in my fee to Trinity?*

A: A typical honorarium fee is \$250. This fee is included in your cost for having a wedding at TFC.

*Q: Can you move the chairs in the West Auditorium and have a wedding & reception in there?*

A: We cannot move or remove chairs in the West Auditorium. Talk to your coordinator about options.

*Q: Can we have a wedding in the Worship Center?*

A: Unfortunately, the worship center is not used for weddings.

*Q: Does the church provide childcare for weddings?*

A: Unfortunately, the church does not provide any paid or unpaid childcare for weddings.

**Trinity Fellowship Church is an alcohol-free & tobacco-free campus.**



# **Trinity Fellowship Wedding Ceremony Venues**

## **West Auditorium**

*Starting at \$1,300 – seats up to 900*

### *Includes:*

The venue (includes green room for bridal party and family), a wedding coordinator, an audio tech, a pastor/officiant, a set-up & clean-up crew for tables and chairs, pre-set lighting, use of the decor the church has available, amenities (heating/air, electric, cleaning, sanitization, etc.)

### *Additional Options:*

- custom lighting & LED wall setting (+\$100)
- lighting tech onsite (+\$75)
- pipe & drape (starting at +\$100)
- advanced decor [i.e. hanging decor, fabric, lights, etc.] (cost based on selections)
- video option [will receive video link after wedding] (+\$550)
- live video [includes link after wedding] (+\$550-850)
- special graphics option [i.e. slideshow, screen graphics, etc.] (+\$75)
- clear off instruments from stage (+\$100)

### *Notes:*

- We cannot move chairs - therefore a center aisle is not possible
- We cannot move camera stands
- Saturday evening weddings must begin no later than 6pm to allow time for clean up before Sunday morning services
- Available for Friday or Saturday weddings
- Advanced decor not available for Saturday weddings
- Available for setup at noon the day before the wedding

## **SMC - Student Ministry Center**

*Starting at \$1,300 – seats up to 300*

### *Includes:*

The venue (includes green room for bridal party and family), a wedding coordinator, an audio tech, a pastor/officiant, a set-up & clean-up crew for tables and chairs, pre-set lighting, use of the decor the church has available, amenities (heating/air, electric, cleaning, sanitization, etc.)

### *Additional Options:*

- custom lighting setting (+\$100)
- lighting tech onsite (+\$75)
- pipe & drape (Starting at +\$100)
- advanced decor [i.e. hanging decor, fabric, lights, etc.] (cost based on selections)
- special graphics option [i.e. slideshow, screen graphics, etc.] (+\$75)

### *Notes:*

- Chairs can be set to your request - communicate with your coordinator what you would like.
- No live video option for this venue, but we can provide an iPad stand for the couple to assign someone to operate a live recording.

- Available for Friday or Saturday weddings.
- Available for setup at noon the day before the wedding. - Saturday evening weddings must begin no later than 6pm to allow time for clean up before Sunday morning services

## **Prayer Chapel**

*Starting at \$975 – seats up to 100*

### *Includes:*

The venue (includes green room for bridal party and family), a wedding coordinator, an audio tech, a pastor/officiant, a set-up & clean-up crew for tables and chairs, pre-set lighting, use of the decor the church has available, amenities (heating/air, electric, cleaning, sanitization, etc.)

### *Additional Options:*

- special graphics option [i.e. slideshow, screen graphics, etc.] (+\$75)

### *Notes:*

- A larger center aisle can be accommodated, but no other significant changes to the chairs and furniture in the room. Communicate with your coordinator if you would like a center aisle.
- Available for setup at noon the day before the wedding.
- No live video option for this venue, but we can provide an iPad stand for the couple to assign someone to operate a live recording.
- Saturday evening weddings must begin no later than 6pm to allow time for clean up before Sunday morning services
- Available for Friday, Saturday, or Sunday weddings.
- Available for setup at noon the day before on Friday and Saturday weddings. Available at noon the day of on Sunday weddings.

## **Door A - Outdoor Wedding**

*Starting at \$1,200 – seats up to 100*

### *Includes:*

The venue (includes green room for bridal party and family), a wedding coordinator, an audio tech, a pastor/officiant, a set-up & clean-up crew of tables and chairs, use of the decor the church has available, amenities (electric, cleaning, sanitization, etc.)

### *Additional Options:*

- pipe & drape (Starting at +\$100)
- advanced decor [i.e. hanging decor, fabric, lights, etc.] (cost based on selections)

### *Notes:*

- TFC can provide plastic black and grey chairs for this venue. The couple is welcome to rent chairs elsewhere to use at this venue.
- TFC is not responsible for anything that is left out overnight at this venue. Any decor or equipment may be stored inside the church the night prior to the wedding.
- No live video option for this venue, but we can provide an iPad stand for the couple to assign someone to operate a live recording.
- Available for Friday or Saturday weddings.
- Available for setup the morning of the wedding. Communicate with your coordinator on what time you will need in the building.

## Trinity Fellowship Wedding Reception Venues

\*only available with booking of wedding ceremony at Trinity Fellowship\*

### **SMC - Student Ministry Center**

*Starting at \$750 – seats up to 300*

#### *Includes:*

The venue (includes kitchen access), a wedding coordinator, an audio tech, a set-up & clean-up crew for tables and chairs, pre-set lighting, use of the decor the church has available, and amenities (heating/air, electric, cleaning, sanitization, etc.)

#### *Additional Fees:*

- custom lighting setting (+\$100)
- lighting tech onsite (+\$75)
- pipe & drape (Starting at +\$100)
- advanced decor [i.e. hanging decor, fabric, lights, etc.] (cost based on selections)
- special graphics option [i.e. slideshow, screen graphics, etc.] (+\$75)

#### *Notes:*

- Chairs and tables can be set to your request - communicate with your coordinator what you would like.
- Available for setup at noon the day before the wedding.
- Saturday receptions must end **no later than 9pm** to allow enough time to prepare for services on Sunday morning.

### **Growth Track Room**

*Starting at \$500 – seats up to 100*

#### *Includes:*

The venue (includes kitchen access), a wedding coordinator, a set-up & clean-up crew for tables and chairs, use of the decor the church has available, and amenities (heating/air, electric, cleaning, sanitization, etc.)

#### *Additional Fees:*

- pipe & drape (Starting at +\$100)
- advanced decor [i.e. hanging decor, fabric, lights, etc.] (cost based on selections)
- special graphics option [i.e. slideshow, screen graphics, etc.] (+\$75)

#### *Notes:*

- Chairs and tables can be set to your request - communicate with your coordinator what you would like.
- Available for setup at noon the day before the wedding.
- Saturday receptions must end **no later than 9pm** to allow enough time to prepare for services on Sunday morning.

## **Upper Room**

*Starting at \$500 – seats up to 75*

### *Includes:*

The venue (includes kitchen access), a wedding coordinator, a set-up & clean-up crew for tables and chairs, use of the decor the church has available, and amenities (heating/air, electric, cleaning, sanitization, etc.)

### *Additional Fees:*

- pipe & drape (Starting at +\$100)
- advanced decor [i.e. hanging decor, fabric, lights, etc.] (cost based on selections)
- special graphics option [i.e. slideshow, screen graphics, etc.] (+\$75)

### *Notes:*

- Chairs and tables can be set to your request - communicate with your coordinator what you would like.
- Available for setup at noon the day before the wedding.
- Saturday receptions must end **no later than 9pm** to allow enough time to prepare for services on Sunday morning.

## **FLC 1**

*Starting at \$500 – seats up to 75*

*Rehearsal dinner venue*

### *Includes:*

The venue (includes kitchen access), a wedding coordinator, an audio tech, a set-up & clean-up crew for tables and chairs, use of the decor the church has available, and amenities (heating/air, electric, cleaning, sanitization, etc.)

### *Additional Fees:*

- special graphics option [i.e. slideshow, screen graphics, etc.] (+\$75)

### *Notes:*

- Chairs and tables can be set to your request - communicate with your coordinator what you would like.
- Available for setup at noon the day before the wedding.
- Saturday receptions must end **no later than 9pm** to allow enough time to prepare for services on Sunday morning.

# Initial Meeting

Bride \_\_\_\_\_ Groom \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

## Talking Points:

- Tell me a little about you two – your story, how long you’ve been engaged, etc.!
- Did you enroll in pre-marriage classes? \_\_\_\_\_ When? \_\_\_\_\_
- Did you make an appointment with the Pastor? \_\_\_\_\_ When? \_\_\_\_\_
- Discuss Couples’ Checklist.
- Advanced Package Options need to be selected 6 weeks prior to wedding date.
- All music needs to be selected and approved three weeks prior to wedding.
- Who will be your photographer, videographer? \_\_\_\_\_
- What time they will arrive? Rehearsal? \_\_\_\_\_ Wedding \_\_\_\_\_
- Will there be a cake delivery? When? \_\_\_\_\_
- Will there be live flowers? Do they need to be stored in the fridge? \_\_\_\_\_
- What questions do YOU have??
- We will have a final meeting three weeks prior to wedding. When would a good tentative date for that be? \_\_\_\_\_



# Couples' Checklist

Bride \_\_\_\_\_ Groom \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

## Items:

- Finalize Wedding Rehearsal Time/Day – *Typically evening before Wedding*
- Create Spotify Playlists – *All music must be submitted to the Coordinator 3 weeks prior to ceremony.*
  - Pre-Ceremony – *Music played while guests are being seated.*
  - Ceremony – *Processional, recessional, songs for unity moments, etc.*
  - Reception – *No foul or inappropriate language is allowed.*
- Create Processional List (i.e. Parents, Grandparents, Bridesmaids/Groomsmen, etc.)
- Create Reserved Family Seating List
- Identify any additional ceremony elements (communion, prayer, unity element, etc.)
- Identify any additional production elements? (hanging, lighting, videos, etc.) – *Must be finalized 6 weeks from wedding date. Dependent on venue selected. Additional charges may apply.*
- Identify any décor items to be borrowed from the church. *These will be collected and ready for you, but decorating is the responsibility of the couple and those they invite to help with this – think wedding party & family.*
- Identify who will be decorating the venue and who will clean up. – *Cleaning up is a great job for the wedding party, host party, and/or family. All decorations must be put away before leaving.*
- Create Day-Of-Wedding Schedule – *Include details such as when Bride/Groom will arrive at the Church, photos, any deliveries (i.e. flowers, cake), ceremony, send-off.*
- Create Reception Schedule – *Include details such as entry, special dances, cake cutting, games, send-off, etc.*
- Identify Emcee for Reception





# Final Meeting

Bride \_\_\_\_\_ Groom \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

## Talking Points:

- Finalize Elements of Ceremony for Order of Service
- Time/date for rehearsal with bride/groom \_\_\_\_\_
- What church decorations would you like to use? \_\_\_\_\_
- Will you be taking communion? (Consider bringing white grape juice)
- Don't forget to get your Marriage certificate!
- What time will you be arriving for decoration set-up, for rehearsal and on the wedding day?  
\_\_\_\_\_
- Will bride/groom be getting ready here? \_\_\_\_\_ Rest of wedding party? \_\_\_\_\_
- Who will be in charge of the taking all of YOUR items home at clean up? \_\_\_\_\_
- Will you be taking pictures before the ceremony? \_\_\_\_\_ After? \_\_\_\_\_
- Will there be a send-off element? \_\_\_\_\_
- If you have a balance remaining, don't forget to take care of it!
- What questions do YOU have??

## Other:

- Confirm rehearsal time/date with Pastor and Audio Tech for availability
- Email Order of Service and rehearsal reminder 1-2 days prior to Pastor & Audio Tech



# Rehearsal

Bride \_\_\_\_\_ Groom \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

- Marriage license
- Communion: White grape juice, crackers
- Unity element?
- Confirm Wedding Day Arrival Time: \_\_\_\_\_
- Rings: Who will have them? \_\_\_\_\_
- All ladies on left, men on right
- Bride's family on left, groom's on right
- Groomsmen: Keep hands in front right over left
- Ladies: All flowers hold the same height
- EVERYBODY looks at the bride/groom
- EVERYBODY: Do not lock your knees!
- Practice father/groom hand off of bride
- Practice all ceremony elements
- Maid of Honor: Adjust bride's dress at every shift
- Maid of Honor: Take bride's flowers
- Who will be in charge on the flower girl/ring bearer (will they sit down?) \_\_\_\_\_
- NO GUM!!



## Wedding Day

- Black Emergency Bag in Bride's room
- Make sure air is on. Check rooms.
- Check decorations.
- Audio tech all set?
- Is Pastor mic ready and tested?
- Give marriage license to Pastor
- Check on rings
- Boutonnieres all pinned correctly?

## Reception

- Caterer:
- Emcee:
- Blessing:
- Toasts:
- First Dances:
- Photos:
- Cake Cutting:
- Bouquet Throw:
- Garter Throw:
- Favors passed/given?
- Send Off:
- Clean-up Crew:
- Make sure room is clean and everything returned to the wedding closet where it belongs.
- Go home and put your feet up, job well done. 😊