

MEMBER'S WEDDING RESERVATION FORM

Ridgecrest Baptist Church

2210 W. Republic Rd. Springfield, MO 65807 887-2317

The church facility will be reserved for your wedding upon:

- (1) the return of this form
- (2) \$100 deposit
- (3) approval from Pastor
- (4) desired calendar date approved by church

Confirmation of your wedding date will be mailed to you. All fees are due at the final meeting with the wedding coordinator one month prior to the wedding. In the event the wedding is canceled, the deposit/fee will be returned.

Bride's Name _____ Phone _____ E-mail Address _____

Address _____ City/State _____ Zip _____

Groom's Name _____ Phone _____ E-mail Address _____

Address _____ City/State _____ Zip _____

Rehearsal Date _____ Time _____

Rehearsal Dinner at Ridgecrest: _____ Yes _____ No
_____ Ridgecrest Room _____ Fellowship Center

Wedding Date _____ Time _____

_____ Chapel (180 people) _____ Worship Center (1000 people)

Reception at Ridgecrest _____ Yes _____ No
_____ Ridgecrest Room (200 people) _____ Fellowship Center

Officiating Pastor _____ Phone _____

Address _____ City/State _____ Zip _____

Church Affiliation _____

We have read and accepted the wedding procedures and policies for Ridgecrest Baptist Church and will cooperate accordingly to have a spiritual and well-planned wedding.

Bride _____ Date _____

Groom _____ Date _____

(Do not write below this line)

Approved by: _____ Date: _____

Cleared on Church Calendar by: _____ Date: _____

RESERVATION FORM FOR WEDDING EQUIPMENT/DECORATIONS

(Please return as soon as you know what you will need.)

Name: _____

Date items needed: _____

Please indicate items and number to be reserved:
(Our tablecloths **CANNOT** be placed under a chocolate fountain.)

		<i>Number Needed</i>
2	white lattice partitions (each section is 4' x 8')	_____
1	white arch	_____
1	punch bowl with ladle	_____
2	100 cup coffee makers	_____
2	white lace tablecloths for 8' tables	_____
30	round tablecloths	_____
15	8' cloths	_____

Ridgecrest Room (Room suitable for groups of 179 with chairs only. Can hold 16 round tables but is very crowded.)

10	60" round tables	_____
6	8' tables	_____
2	6' tables	_____

Fellowship Center (Room suitable for groups of 180 to 373 with chairs only. Can hold 40 round tables.)

20	60' round tables	_____
240	chairs	_____
6	8' tables	_____
4	6' tables	_____
1	wooden podium for guest book	_____
1	communion table for unity candle, pictures, etc.	_____

(Do not write below this line)

Cleared on Calendar: _____

Date Calendared: _____

SAMPLE WEDDING SERVICE OUTLINE

1:15 p.m. Ushers light candles
1:45 p.m. Prelude music
2:00 p.m. Lights dimmed

Ushers seat groom's grandparents

Ushers seat bride's grandparents

Ushers seat groom's parents

Ushers seat bride's parents

Pastor, Groom, Groomsmen enter

Bridesmaids enter

Maid/Matron of Honor enters

Flower Girl and Ring bearer enter

Bride and Father enter

Welcome and Giving of the Bride

Song

Challenge to Bride and Groom

Scripture, Question ("I DO")

Rings and Vows

Unity Candle (Song)

Prayer

Pronouncement, Kiss

Introduce Couple

Recessional

Ushers return for parents and grandparents

Invitation to Reception

WEDDING HELPERS

RECEPTION & CLEAN UP PLAN SHEET

Cake Servers: 1. _____ Punch Server: _____
2. _____ Coffee Server: _____

Kitchen Runners 1. _____ 2. _____

Distributors of Birdseed or Bubbles 1. _____ 2. _____

Gift Receivers 1. _____ 2. _____

Clean Up Crews following the Rehearsal Dinner and Wedding of items belonging to wedding party or rental items:

Rehearsal Dinner: 1. _____ 2. _____
3. _____

Worship Center & Foyer: 1. _____ 2. _____
3. _____

Ridgecrest Room or FC following Reception: 1. _____
2. _____ 3. _____
4. _____

Snack Area: 1. _____ (FC, Ridgecrest Room, Family Room.)

Bride's Dressing Room: 1. _____ 2. _____

Groom's Dressing Room: 1. _____ 2. _____

- 8:00 a.m.
- 8:30 a.m.
- 9:00 a.m.
- 9:30 a.m.
- 10:00 a.m. Cake arrives
- 10:30 a.m.
- 11:00 a.m. Decorate the reception area
- 11:30 a.m.
- 12:00 p.m.
- 12:30 p.m.
- 1:00 p.m. Wedding party arrives at church to begin dressing
- 1:30 p.m. Bride arrives to begin dressing
- 2:00 p.m. Corsages and Boutonnieres pinned on in the Family Waiting Room (117/119) by _____. When each person arrives or is dressed, PLEASE go to the room 117/119 to have your flowers pinned on.
- 2:30 p.m. Bride and Groom time alone
- 3:00 p.m. Photos begin - Everyone in Worship Center/Chapel for photos
- 3:30 p.m. Photos
- 4:00 p.m. Photos
- 4:30 p.m. All wedding party in room 117/119 to relax EXCEPT ushers, guest book attendant & gift bearers go to positions.
- 4:45 p.m. Music begins
- 4:50 p.m. Line up (grandparents can stay seated in room 117/119 till 4:55)
- 5:00 p.m. Wedding Ceremony begins

Music _____

Usher _____ seats groom's paternal grandparents

Usher _____ seats groom's maternal grandparents

Usher _____ seats bride's paternal grandparents

Usher _____ seat bride's maternal grandparents

Music _____

Usher _____ seats groom's parents

Usher _____ seats bride's mother

Pastor enters from _____ and stands _____

Groom enters from _____ and stands _____

Groomsmen enter from _____ and stand _____

Music _____

Bridesmaids enter and stand _____

Maid/Matron of Honor enter and stand _____

Flower girl and Ringbearer enter and stand _____

Music _____

Bride and Father (escort) enter and stand at bottom of steps (welcome, giving of bride, challenge, scripture & question, ring and vows, unity candle, prayer)

Pronouncement and Kiss

Introduce couple

Recessional

Usher _____ returns for bride's parents

Usher _____ returns for groom's parents

Usher _____ returns for bride's maternal grandparents

Usher _____ returns for bride's paternal grandparents

Usher _____ returns for groom's maternal grandparents

Usher _____ returns for groom's paternal grandparents

Invitation to Reception by Pastor

Servers move to reception area and prepare (have Bride and Groom's glasses filled with drink)

Photographer takes picture of servers

Receiving Line ?

Ushers _____ and _____ dismiss guests by rows starting from the front

5:30 p.m. Reception Begins

Cut cake Picture

Share the drink Picture

Guests are served

6:00 p.m.

6:30 p.m.

7:00 p.m.

7:30 p.m.

8:00 p.m. Vacate facility

WEDDING DAY SCHEDULE AND PLAN SHEET
(please complete and return)

8:00 a.m.
8:30 a.m.
9:00 a.m.
9:30 a.m.
10:00 a.m.
10:30 a.m.
11:00 a.m.
11:30 a.m.
12:00 p.m.
12:30 p.m.
1:00 p.m.
1:30 p.m.
2:00 p.m.
2:30 p.m.
3:00 p.m.
3:30 p.m.
4:00 p.m.
4:30 p.m.
4:45 p.m.
4:50 p.m.
5:00 p.m.
5:30 p.m.
6:30 p.m.
7:00 p.m.
7:30 p.m.
8:00 p.m.

INFORMATION FOR CUSTODIAL CREW
(Please return two weeks prior to wedding to the Wedding Coordinator)

1. Please list your decorating schedule.

Worship Center or Chapel Date: _____ Time: _____

Ridgecrest Room / FC for Rehearsal Dinner Date: _____ Time: _____

Ridgecrest Room / FC for Reception Date: _____ Time: _____

2. Please indicate your desire for the following:

Yes ____ No ____ Setting of 10 ft. columns (will not fit in Ridgecrest Room)
If yes, number of columns needed and location to be set

Yes ____ No ____ Setting of 3 ft. columns
If yes, number of columns needed and location to be set

Yes ____ No ____ Setting of 18 in. columns
If yes, number of columns and location to be set

Yes ____ No ____ 2 sections of lattice (4 ft. x 8 ft.)
If yes, location to be set _____

Yes ____ No ____ white arch
If yes, location to be set _____

3. I would like to use for my guest book: wooden podium ____ Round table ____
Location to be set _____

4. Please list the time you need the building opened for:

Rehearsal Evening Time: _____

Wedding Day Time: _____

5. Other items or comments:

(Do not write below this line)

Date copy was given to Building Supervisor: _____

ARRANGEMENT FOR REHEARSAL DINNER
Ridgecrest Room
(Return this form one month prior to the wedding to the Wedding Coordinator)

NAME: _____

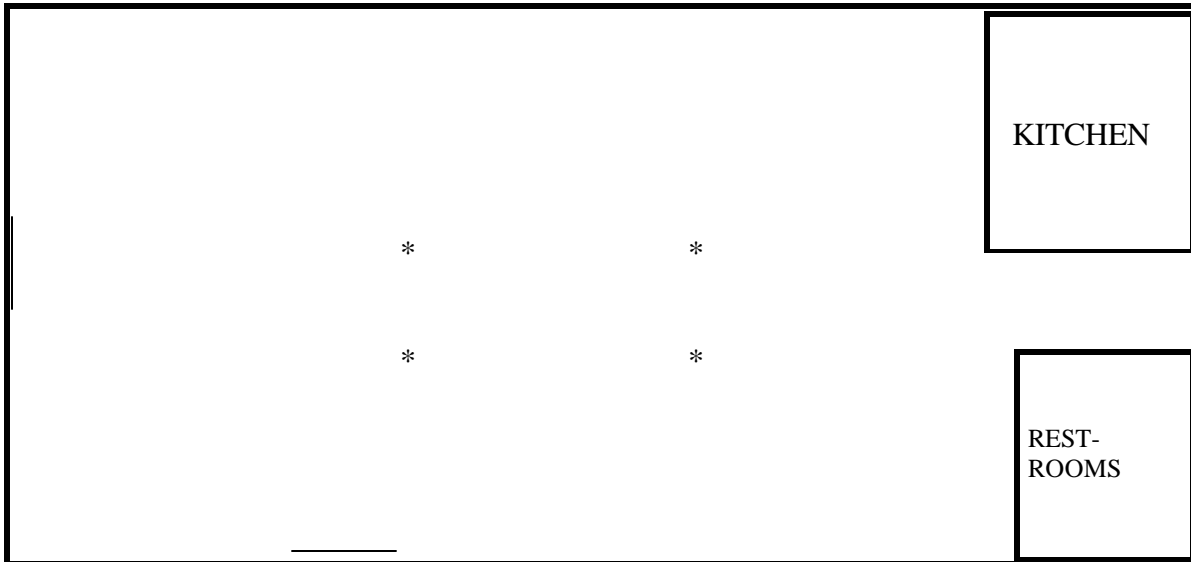
DATE OF DINNER: _____

DESIRED TIME FOR TABLES & CHAIRS TO BE SET UP: _____

NUMBER OF CHAIRS: _____

NUMBER OF TABLES: _____

PLEASE DESIGNATE THE PLACEMENT OF THE TABLES AND CHAIRS ON THE DIAGRAM BELOW. **The custodial service will set-up according to the diagram you submit. It will be the responsibility of the bride and/or family to make any changes to that set-up if desired.**



* Indi-
port poles

cates sup-

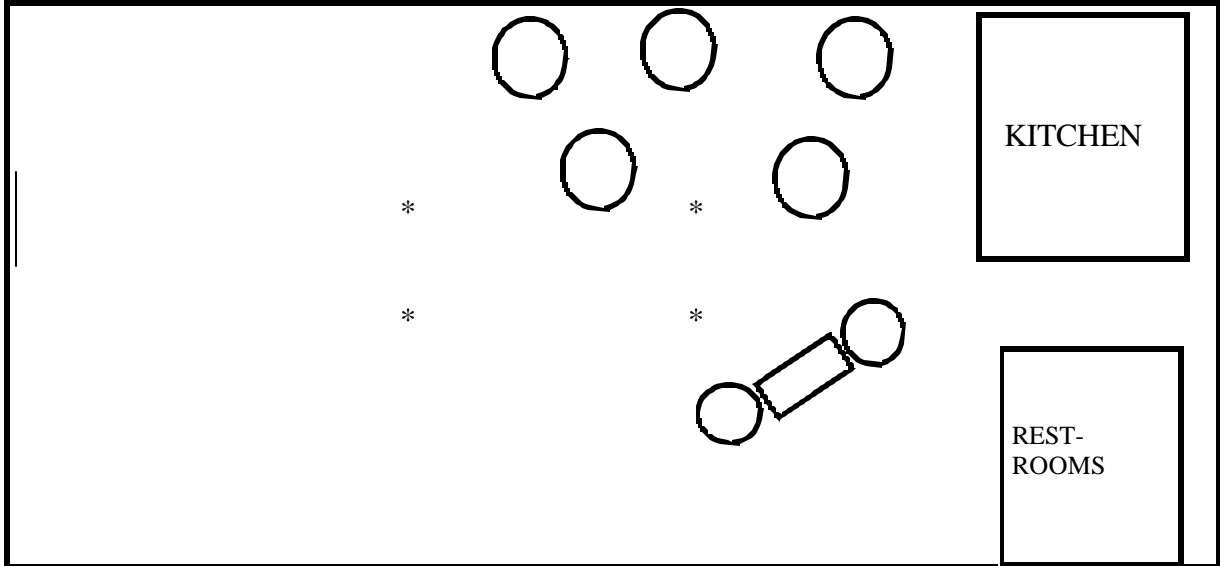
(Do not write below this line)

Date copy was given to Building Supervisor: _____

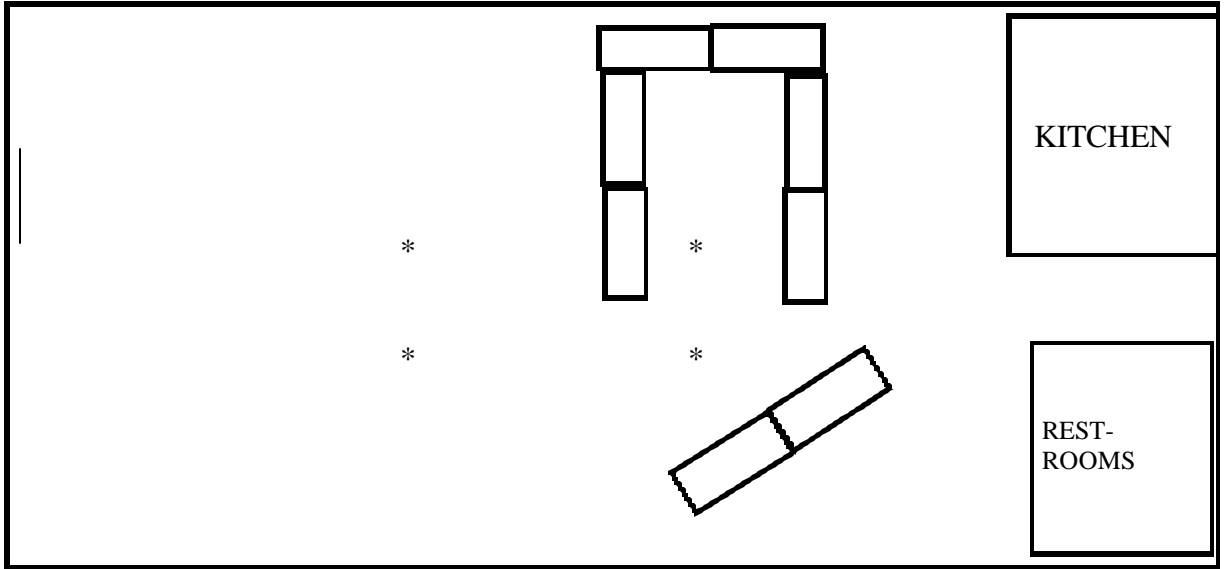
SAMPLE REHEARSAL ARRANGEMENTS

Sample 1

8 people
per table

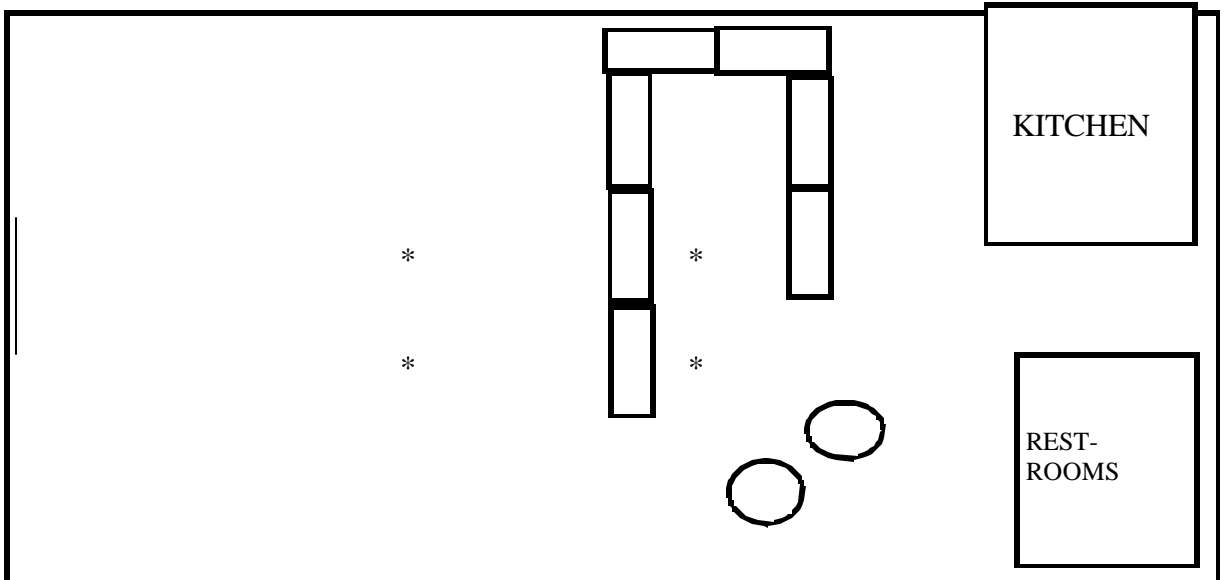


Sample 2



Sample 3

9 tables
48 chairs



**ARRANGE-
MENT FOR**

WEDDING RECEPTION

Ridgecrest Room

(Please return this form one month prior to dinner to the Wedding Coordinator)

NAME: _____

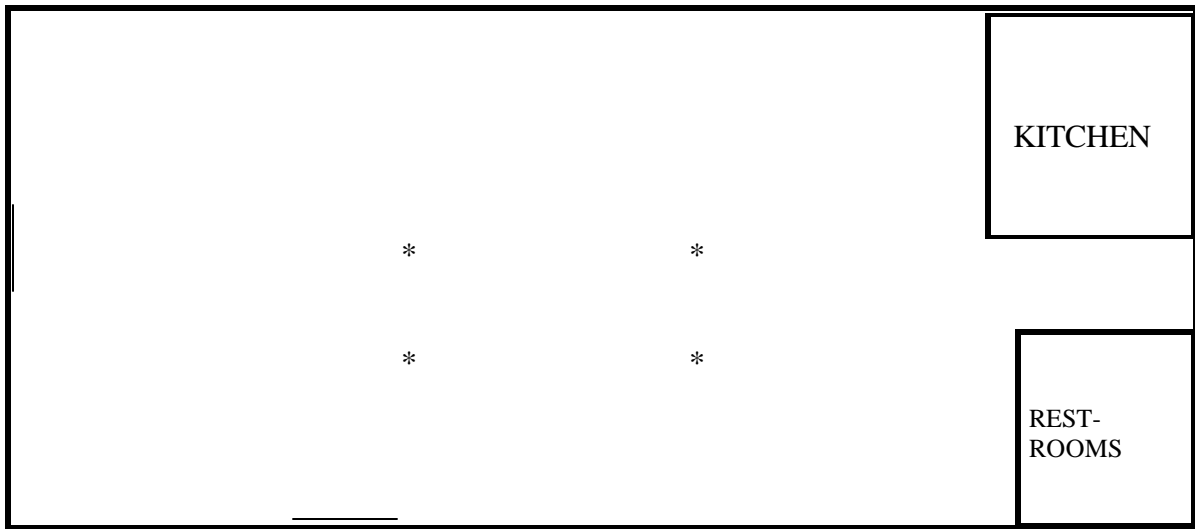
DATE OF RECEPTION: _____

DESIRED TIME FOR TABLES & CHAIRS TO BE SET UP: _____

NUMBER OF CHAIRS: _____

NUMBER OF TABLES: _____

PLEASE DESIGNATE THE PLACEMENT OF THE TABLES AND CHAIRS ON THE DIAGRAM BELOW. **The custodial service will set-up according to the diagram you submit. It will be the responsibility of the bride and/or family to make any changes to that set-up if desired.**



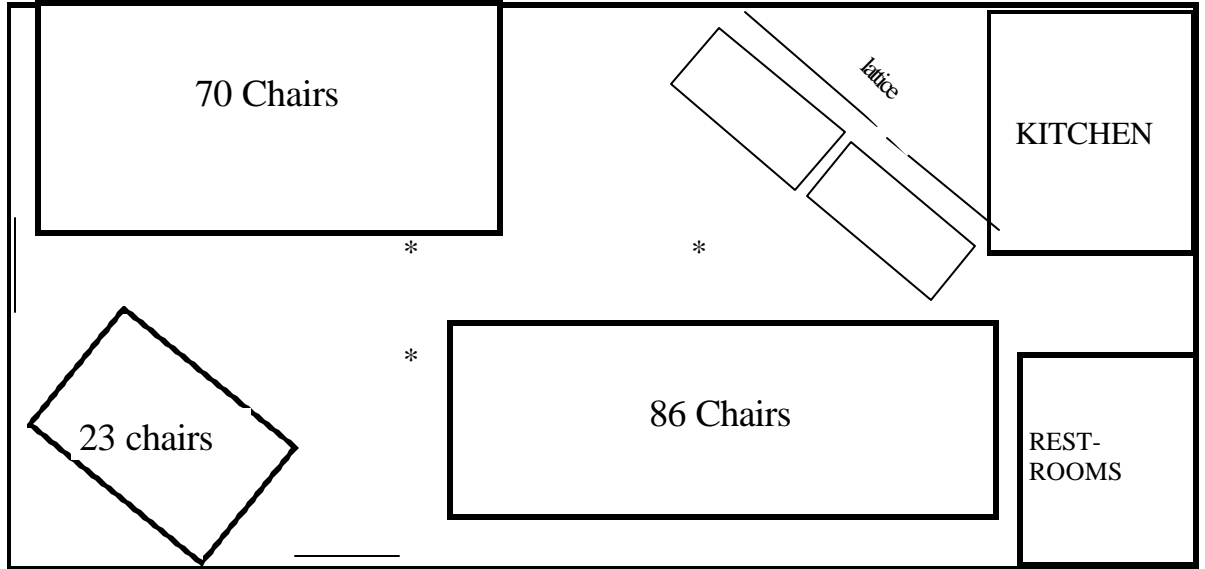
* Indicates support poles

(Do not write below this line)

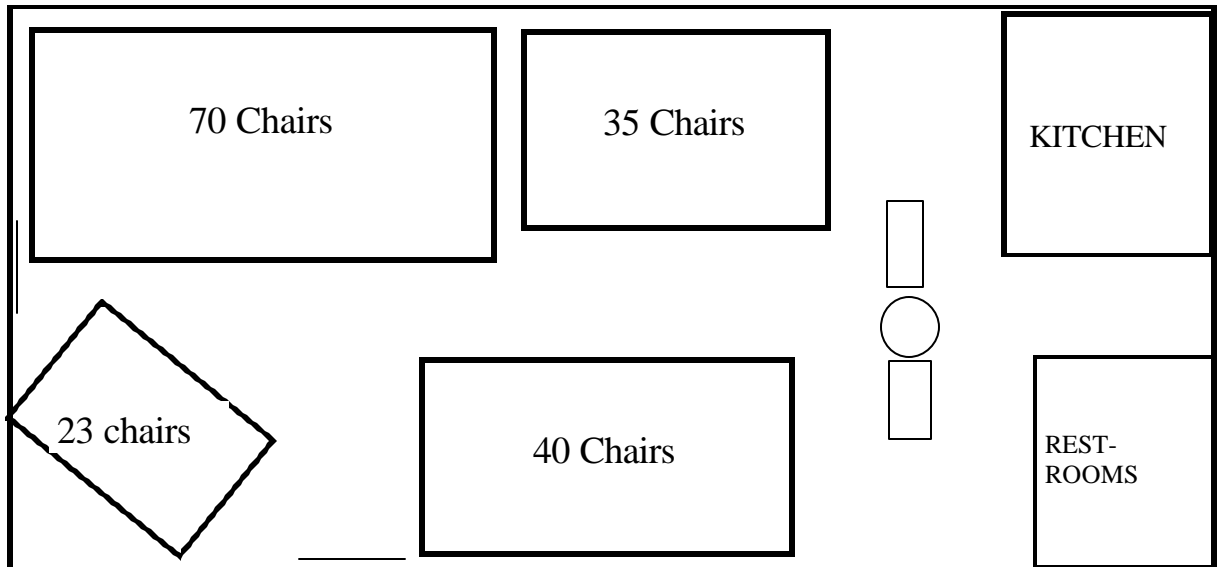
Date copy was given to Building Supervisor: _____

SAMPLES RECEPTION ARRANGEMENTS

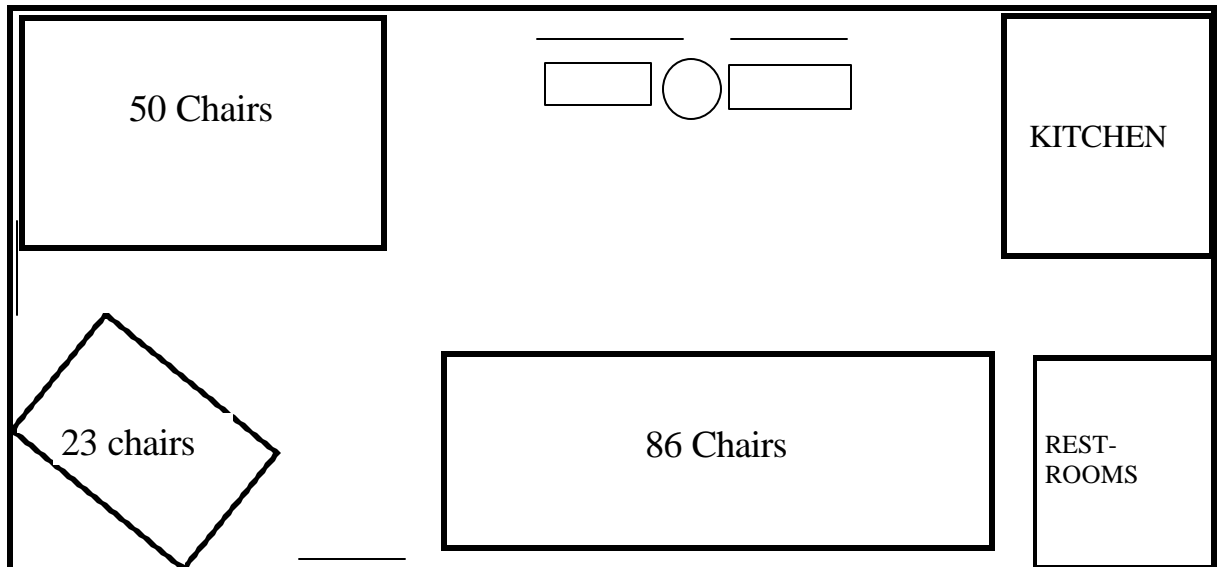
Sample 1
179 chairs



Sample 2
168 chairs



Sample 3
159 chairs



ARRANGEMENT FOR REHEARSAL DINNER
Fellowship Center

(Return this form one month prior to the wedding to the Wedding Coordinator)

NAME: _____

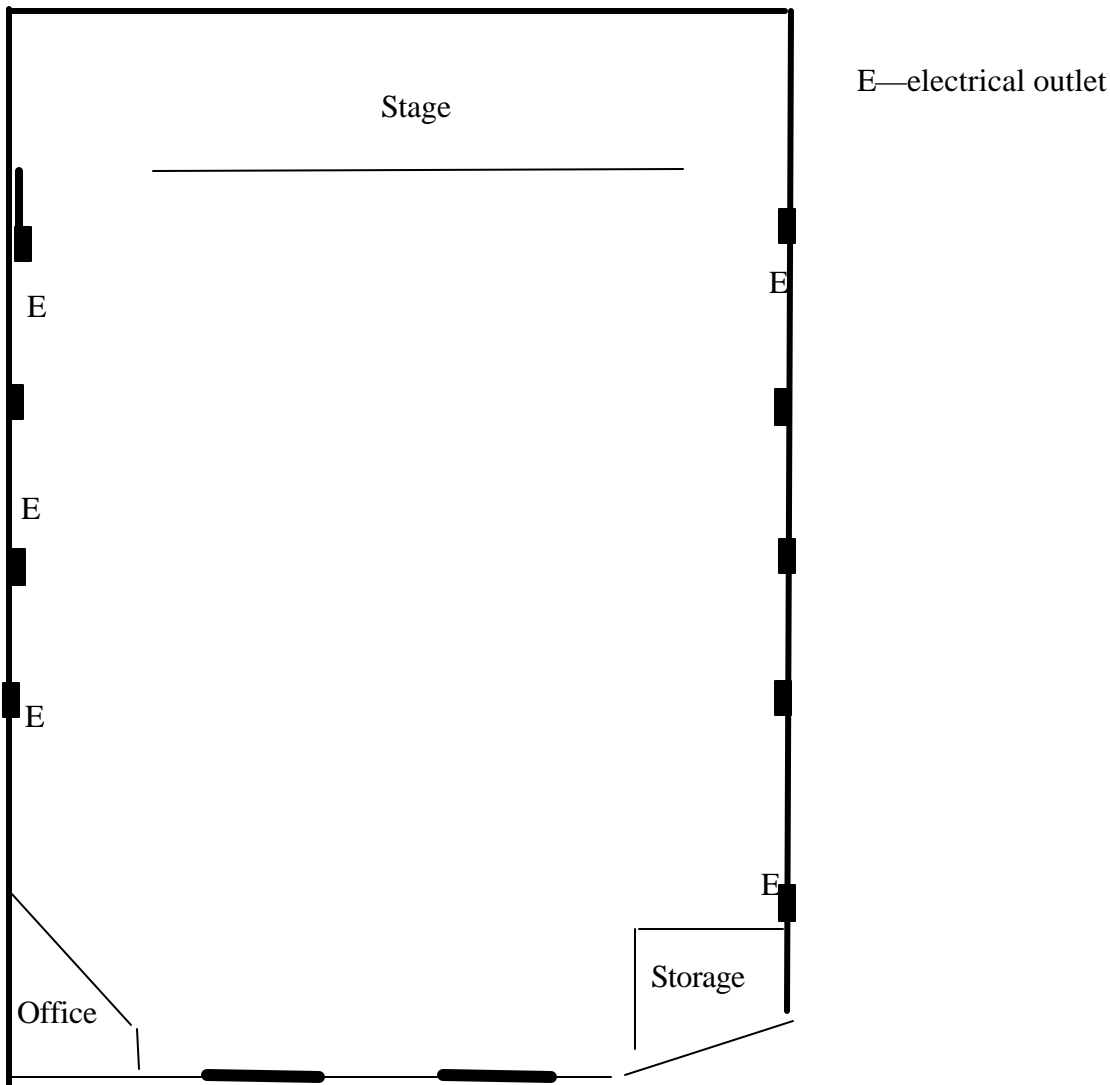
DATE OF DINNER: _____

DESIRED TIME FOR TABLES & CHAIRS TO BE SET UP: _____

NUMBER OF CHAIRS: _____

NUMBER OF TABLES: _____

PLEASE DESIGNATE THE PLACEMENT OF THE TABLES AND CHAIRS ON THE DIAGRAM BELOW. **The custodial service will set-up according to the diagram you submit. It will be the responsibility of the bride and/or family to make any changes to that set-up if desired.**



(Do not write below this line)

Date copy was given to Building Supervisor: _____

ARRANGEMENT FOR WEDDING RECEPTION

Fellowship Center

(Please return this form one month prior to dinner to the Wedding Coordinator)

NAME: _____

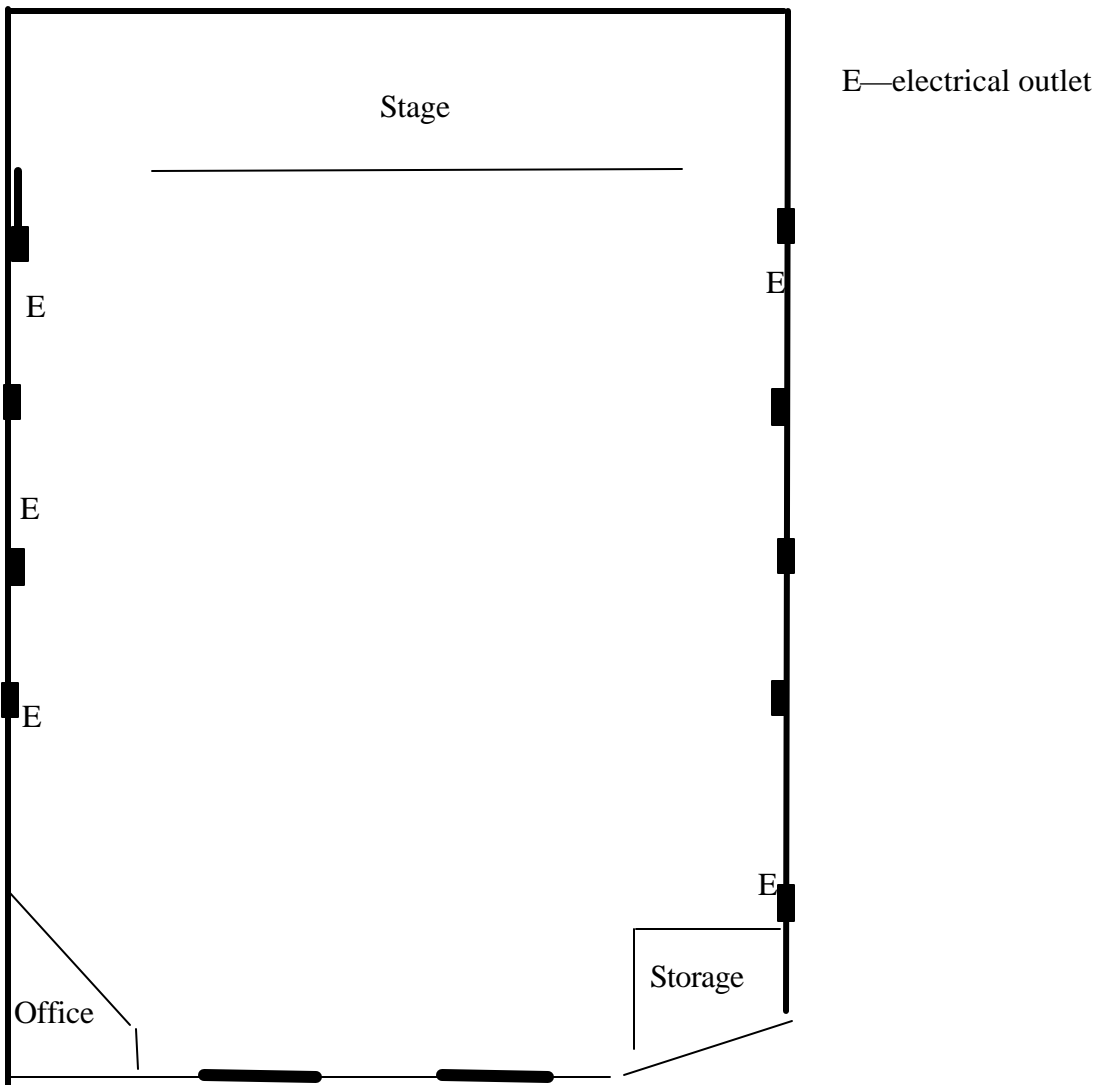
DATE OF RECEPTION: _____

DESIRED TIME FOR TABLES & CHAIRS TO BE SET UP: _____

NUMBER OF CHAIRS: _____

NUMBER OF TABLES: _____

PLEASE DESIGNATE THE PLACEMENT OF THE TABLES AND CHAIRS ON THE DIAGRAM BELOW. **The custodial service will set-up according to the diagram you submit. It will be the responsibility of the bride and/or family to make any changes to that set-up if desired.**



(Do not write below this line)

Date copy was given to Building Supervisor: _____

Flowers

(Please have each corsage and boutonniere labeled with the name of recipient)

_____ Bridal Bouquet

_____ Tossing Bouquet

_____ Attendants

_____ Flower Girl(s)

_____ Corsages:

Mother of the Bride
Mother of the Groom
Grandmothers

Guest Book Person (s)

Gift Person(s)

Reception Servers

Others: (organist, pianist, soloist, etc.)

Boutonnieres

_____ Groom

_____ Father of the Groom

_____ Father of the Bride

_____ Grandfather

_____ Best Man and Groomsmen

_____ Ushers

_____ Pastor(s)

_____ Others: (soloist, pianist, organist, etc.)

Photography/Video Taping

Pictures of the bridal party and family are taken prior to or immediately following the ceremony. To protect the worship atmosphere of your wedding please have the photographer **at the back of the Chapel/Worship Center** to photograph (without flash) during the service. Pictures of the bride entering and leaving are acceptable.

Video taping is acceptable if the camera placement, during the service, is approved by the minister.

List of photos you **might** want to be taken and include their location:

Bride
Groom
Bride and Groom
Attendants with Bride
Attendants with Bride and Groom
Attendants with Groom
Groomsmen with Groom
Groomsmen with Bride and Groom
Groomsmen with Bride
Bride and Groom with Attendants, Groomsmen, Flower girls and Ring Bearer
Bride and Groom with Attendants, Groomsmen, Flower girls, Ring Bearer, Ushers, and Guest book and gift persons.
Flower girls and Ring Bearer with Bride
Flower girls and Ring Bearer with Groom
Flower girls and Ring Bearer with Bride and Groom
Bride with parents
Bride with her family
Bride and Groom with Bride's family
Bride and Groom with Bride parents
Groom with his parents
Groom with his family
Bride and Groom with Groom's family
Bride and Groom with Groom's parents
Bride and Groom with both sets of parents
Bride and Groom with both sets of families
Bride and Groom with her maternal grandparents
Bride and Groom with her paternal grandparents
Bride and Groom with his maternal grandparents
Bride and Grooms with his paternal grandparents

Reception:

Servers behind the table
Cutting and eating the cake
Sharing the drink

Leaving:

Removal of garter
Throwing of garter
Tossing of bouquet
Leaving the church

General Information

Bride's name : _____

Groom's name : _____

Address: _____

Address: _____

Home Phone: _____ Work: _____
Email: _____

Home Phone: _____ Work: _____
Email: _____

Place of Employment: _____

Place of Employment: _____

Schedule: _____

Schedule: _____

Date of Wedding: _____

Time: _____

Date of Rehearsal: _____

Time: _____

Location of Dinner: _____

Hired Personnel

Coordinator: _____ Phone # _____

Minister: _____ Church Name: _____

Video Person: _____ Phone: _____

Photographer: _____ Phone: _____

Sound Technician: _____ Phone: _____

Florist: _____ Phone: _____ Arrival Time: _____

Organist: _____ Phone: _____ Arrival Time: _____

Vocalist(s) _____ Phone: _____

_____ Phone: _____

_____ Phone: _____

_____ Phone: _____

Instrumentalist(s) _____ Phone: _____

_____ Phone: _____

_____ Phone: _____

Pianist: _____ Phone: _____

Bakery: _____ Phone: _____

Caterer: _____ Phone: _____

Decorating Schedule

Thursday:

Friday:

