

DAWSON MEMORIAL BAPTIST CHURCH
Wedding Policies



Dawson Memorial Baptist Church
1114 Oxmoor Road
Birmingham, Alabama 35209
Phone: (205) 871-7324
Fax: (205) 870-7029
www.dawsonchurch.org

Revised Policies as Approved by the Institutional Team
Effective April 26, 2016

DAWSON MEMORIAL BAPTIST CHURCH
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Dear Bride and Groom,

The Dawson Family of Faith wishes to join you in the celebration of your marriage. We are delighted that you chose to have a church wedding ceremony and that you included Dawson in your wedding plans.

We will do all we can to help you make your wedding an act of worship. God has led caring and spiritually mature ministers to Dawson who are willing to provide counsel and assistance with both your premarital counseling and your wedding service. We desire that your wedding ceremony honor God and symbolize your commitment to the Lord and to each other.

In cooperation with other churches in our community and because of our desire to build strong Christian marriages, we require both the bride and groom to participate in premarital counseling. If a minister who is not on staff at Dawson performs the ceremony, written confirmation of the premarital counseling should be provided to Dawson for the ceremony to take place.

Amy Turnbow, our Director of Food Services & Events, along with a Dawson Wedding Director, will help you follow our church policies for your wedding. These policies have been developed to assure full communication between our church and all parties involved and to help facilitate your preparations. If you have any questions, please contact Amy Turnbow at 871-7324.

May the Lord bless you as you plan your wedding and begin your Christian marriage.

Sincerely,

A handwritten signature in black ink, appearing to read "Jack Fiscus". The signature is fluid and cursive, with a large initial "J" and "F".

Jack Fiscus
Executive Pastor

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Dear Bride & Groom,

Congratulations! We are so thrilled that you are entering into this new stage of life and that you have chosen the Dawson Family of Faith to be a part of your Christian marriage celebration. This is the beginning of an exciting season, and we want to make every effort to aid you in these memories. The pages in this booklet are designed to make things as easy as possible while you are using our facility. These policies have been prayed over, talked through, and well thought out by our Institutional Team in order to make this a memorable experience for you and your loved ones.

Please allow me to take this opportunity to draw your attention to several important things. First, it is our desire to see you succeed in a wonderful Christian marriage. We ask that you participate in Christian pre-marital counseling prior to your wedding service and that documentation of that counseling is provided to us in a timely manner.

Second, please note the time schedule for all of your fees and agreements. I understand that you can get bogged down with lots of "little details", however if these aren't handled in a timely manner, they can become "big details." It will be extremely helpful to you and to our Facilities Staff if you are familiar with the documents that we require and keep to those timelines.

Next, please contact one of our Wedding Coordinators listed in this booklet. Dawson has a marvelous group of ladies who have coordinated hundreds of weddings here. They are extremely knowledgeable with our Dawson policies and can assist you with a multitude of questions.

Lastly, I encourage you to look through the enclosed brochure for our Together 4 Life Sunday School class. While this is not a requirement, I believe that you both will benefit from the topics of conversation that are addressed. Please note that attending Together 4 Life is not an exchange for your Christian pre-marital counseling. It is simply another tool to help you be successful in your marriage from the beginning.

Again, I am so excited to support you in your planning process. I look forward to working with you to make this one of the most memorable days of your lives!

Blessings to you both,



Amy Turnbow
Director of Food Services & Events
Dawson Family of Faith
aturnbow@dawsonchurch.org

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Church Information

Church Office Phone:	871-7324
Church Office Fax:	870-7029

Ministers: Our ordained ministers can officiate your wedding as their schedule permits. Please contact the minister of your choice at the Church Office.

Bill Johnston, Associate Pastor/Pastoral Care
Ben Hale, Minister of Evangelism and Missions
Brad Gowing, Discipleship Pastor
Andy Cartee, Minister to College & Young Adults
Tommy Lunceford, Minister of Recreation
Bayron Mosquera, Hispanic Pastor

Music & Worship Pastor: John Woods	871-7324
Director of Food Services & Events: Amy Turnbow	871-7324
Director of Facilities: David Whitworth	871-7324
Church Organist: Eric Mathis	871-7324
Church Pianist: Lynda Little	980-4540 (H)
Media Director: Bretton Crosby	871-7324
Senior Pastor's Ministry Associate: Jan Kennamer Hart	871-7324
Dawson Wedding Directors: Pam Walker	408-0800
Jordan Walker	541-7326
Sherry Pigford	332-4408

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General Wedding Policies

A. Your wedding date will be considered tentative until you have completed all of the following within 10 days of initial request:

1. You have paid the \$250.00 refundable deposit.
2. The date is confirmed with the minister performing the ceremony.
 - a. If you would like the ceremony to be performed by a Dawson minister, please contact the minister directly to discuss the date and time.
 - b. A guest minister may be used with approval from the office of the Senior Pastor. If the guest minister is not a Baptist from the Birmingham area, we need a letter confirming that the minister is ordained and authorized by an existing church or established denomination to perform a wedding ceremony.

Premarital counseling is required in order to have your wedding service at Dawson. If the required premarital counseling is not preformed by a Dawson minister, the minister who conducts the counseling must also send a letter verifying that the counseling has taken place.

Send both of these letters to Amy Turnbow at least eight weeks before the scheduled wedding date. If this information is not provided, Dawson reserves the right to refuse the use of our facilities for your wedding.

3. The date has been granted approval for addition to the church calendar.
4. The bride and groom have signed the Wedding Policy Agreement.
5. The Wedding Application has been completed. Persons who are not members of Dawson can turn in a Wedding Application six months in advance of the wedding date. Dawson members have preference prior to six months.
6. Wedding reservations are not considered for inclusion on Dawson's wedding calendar until the deposit, signed agreement, and signed application are received by Dawson.

Your date is forfeited if deposit, application and policy agreement aren't returned within 10 days.

B. Weddings will not be scheduled on any of the following:

- Sundays or Wednesdays
- Pre-determined holidays or holiday weekends
- Dates of church-wide events

The Sanctuary is decorated during the four Sundays of Advent and for Palm Sunday and Easter Sunday. Holiday decorations cannot be removed or changed. The platform setup will be determined by the weekly worship needs.

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C. The Dawson Family of Faith is established as a congregation of believers and followers of Jesus Christ and constituted as a church with all matters of faith and practice based on the teachings and instruction of Holy Scripture.

Marriage is a sacred institution. All weddings on Dawson's property will be worship experiences. Likewise, all weddings on Dawson property will be consistent with the Dawson Memorial Baptist Church's understanding of Christian marriage.

In a Christian marriage, a man and a woman commit themselves to a relationship with each other and to a relationship with God, as well as recognize their responsibility to the community.

Members of the wedding party as well as guests are expected to conduct themselves at all times in a manner consistent with participating in Christian worship.

D. Children who are a part of the wedding party must be at least five years old. Children under the age of 13 may not carry lit candles. Younger children may walk down the aisle but must be seated with a designated adult.

E. The bride and groom are responsible for assuring that:

1. They will obtain an Alabama marriage license issued within thirty days prior to the wedding and present it to the minister who officiates at the ceremony for signing.
2. The wedding party is familiar with the church policies.
3. The decorator, caterer, photographer, and videographer are familiar with the church policies. Each person who provides a service for the wedding must mail, email or fax (870-7029) a signed copy of the appropriate policy form to Amy Turnbow, Director of Food Services and Events, (aturnbow@dawsonchurch.org) **at least eight weeks** before the scheduled wedding date.
4. The wedding party refrains from using, bringing, or serving alcoholic beverages or drugs prior to and/or during the activities held at the church. No rehearsal or wedding will be conducted if any members of the wedding party or those who service the wedding (decorator, caterer, photographer, or videographer) are under the influence of alcohol or drugs.
5. Use of tobacco products, drugs, and alcoholic beverages are not permitted on Dawson property at any time. Anyone under the influence of tobacco, drugs, or alcoholic beverages is not permitted on Dawson property at any time

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- F. The flower girl(s) may drop silk flower petals only.**
- G. Food or drinks are not permitted inside the Sanctuary or Chapel. The wedding party may have refreshments in the hallways outside the Bride's Room and the Groom's Room.**
- H. Wedding announcements may be printed in the church's weekly newsletter, *Together*. Your request, along with a copy of the invitation, should be brought to the church office *at least eight weeks* before your wedding.**
- I. Breakage of and/or damage to any church equipment/facilities must be reimbursed at replacement value.**
- J. The church is not responsible for lost or stolen articles or equipment. Please advise your wedding party and participants not to leave valuables such as jewelry, cameras, money, etc. unattended.**
- K. Prior arrangements can be made to leave the floral arrangements from your wedding for the worship service on the following Sunday.**

Please discuss your plans with your florist and indicate your plans at the appropriate place on your Building Maintenance Request Form **at least eight weeks** prior to the wedding date. Once you have been given permission to leave the floral arrangements, they will be used for Sunday worship (placed in the Foyer or Vestibule) and then delivered to shut-ins on Monday. Your decorator must remove all other floral arrangements at the end of the ceremony.



Facilities



- A. The Sanctuary (seats approximately 1,500 people) and the Chapel (seats approximately 400 people) may be used for weddings. Only one wedding in the Sanctuary or one wedding in the Chapel will be scheduled per date. Weddings will be scheduled between 10:00 a.m. and 7:00 p.m.**

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B. The Fellowship Hall may be used for wedding receptions. Only one wedding or reception per date will be scheduled. In the event of an off-site wedding ceremony, Dawson members only may use the Fellowship Hall for a reception.

C. The following accommodations are available for the bride:

1. Sanctuary Weddings: a Bride's Room is located on the south end of the Fellowship Hall just under the Vestibule.
2. Chapel Weddings: a Bride's Room is located on the first floor of the North Building adjacent to the Chapel.

D. The following accommodations are available for the groom:

1. Sanctuary Weddings: a Groom's Room is located in the Men's Baptismal Robing Room behind the baptistery.
2. Chapel Weddings: a Groom's Room is located in the conference room on the first floor of the North Building.

E. The bride and groom agree that:

Dawson does not provide childcare for weddings or receptions. If we choose to use a room for childcare, we will only use the room specified by the church and we shall notify our guests, volunteers and wedding participants that any such care or supervision is not provided, offered, or approved by Dawson and that each person voluntarily, willingly, and knowingly assumes any and all risks, known and unknown, in any way associated with the children or guests involved.

We shall indemnify, protect, and release Dawson from any and all claims, demands, and actions presented by either ourselves or any of our guests, volunteers, wedding participants, family members, and agents, arising and relating to our use of Dawson's facilities and premises.

Unless approved in advance, we understand that vehicles owned by guests, wedding participants, family members and agents are not to be left overnight on Dawson property, following the wedding and are subject to being towed at the owner's expense if they interfere with church functions on Sunday. Prior approval should be obtained from the Business Administrator.

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Arrangements With Your Minister

- A. Dawson has several ministers on the staff that can assist you with your wedding. Please contact the minister of your choice directly. This will be very important because your minister may not be able to attend your rehearsal.**

- B. The church requires each couple to participate in premarital counseling through Prepare/Enrich, an organization used to promote life-long marriage commitments. These sessions should begin at least four months before your wedding. Your minister of choice should assist you with scheduling.**

- C. Our ministers cannot legally perform a wedding ceremony without a marriage license. Please deliver your license to your minister two days prior to your wedding.**

- D. The Lord's Supper (Communion) cannot be served at a Dawson wedding service.**

- E. Our church sponsors a 13-week Nearly/Newlywed class several times a year. Topics include finances, spiritual intimacy, conflict, leaving and cleaving, and the five love languages. Couples are encouraged but not required to participate. Call the Church Office at 871-7324 for more information.**

Dawson Wedding Director

- A. Dawson Wedding Director must oversee every wedding.**

Directors and their phone numbers are listed on the Church Information page at the beginning of this manual. Contact one of the Dawson Wedding Directors as soon as your date is confirmed on the church calendar. She will provide answers to questions concerning facilities, procedures, rehearsals, decorations, custodial services, and receptions as well as direct your rehearsal and wedding. The Dawson Wedding Director is the church's representative and has the authority to enforce any and all Dawson wedding policies. On the day of the wedding, your Dawson Wedding Director will arrive no later than 30 minutes before the bride and stay until the bride and groom leave the reception.

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Wedding Music

Your church wedding should be a worship service in every sense. Marriage is an ordinance of God. The ceremony at the altar places the marriage relationship under the blessing and command of God. Careful thought should be given to the selection of all music whether vocal or instrumental. You should only select music that is worshipful and celebrative.

In planning your wedding at Dawson, the bride must discuss plans for the wedding music with our Music & Worship Pastor, John Woods, *at least eight weeks* prior to the wedding. The Music & Worship Pastor has the authority to approve or disapprove all music for your wedding ceremony. A copy of music criteria and suggestions is enclosed for your convenience.

Musicians

A competent, professional organist or pianist is vital to the execution of a meaningful service. If neither Dawson's organist nor pianist is able to play on the given date, they can recommend someone from an approved list to play for you. These people are familiar with the instruments at Dawson and know the criteria for playing a meaningful wedding service. If you desire someone else to play, this person must be a trained organist with experience at playing pipe organs and must be approved by the Music & Worship Pastor or Church Organist.

Media Director

All weddings require a Media Director. Be sure to complete the Media Director Request Form so someone can be scheduled for your rehearsal and wedding. The Media Director will conduct a sound check one hour before the wedding.

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Rehearsal

Rehearsal time is limited to one hour from the scheduled beginning time. All members of the immediate wedding party must attend the rehearsal. All ushers should be present because special instructions are given at that time. The parents of the bride and groom are encouraged to attend. The organist, the pianist, and the soloist(s) should also attend to meet with the Media Director. The Dawson Wedding Director is in charge of the rehearsal. The Dawson Building Use Policy states that no rehearsal dinners will be held at Dawson.

Reception

A. Caterers desiring to use the church kitchen must coordinate with the Director of Food Services and must be licensed.

Under Health Department guidelines, Dawson is required to obtain a current copy of the caterer's Jefferson County Food Permit. There is a \$450 fee for members and a \$750 fee for non-members to use the kitchen. This fee includes one kitchen assistant and the use of our facilities for the **six hours prior** to the scheduled wedding time, during the wedding ceremony, and during the reception (including cleanup). Caterers are responsible for providing all refreshments, dishes, serving trays, table skirts, candles, cleanup materials, etc. Payment of the Caterer Kitchen Use Fee should be given to Amy Turnbow **at least eight weeks** before the wedding. At the same time, a copy of the caterer's Jefferson County Food Permit should be provided to Amy Turnbow.

B. Receptions are to be reasonable in length, not exceeding three hours. Sit down type meals and dancing are not permitted. The florist or the bride's family should remove all decorations from the premises immediately after the reception.

C. The Fellowship Hall can comfortably accommodate 300 people.

D. Throwing rice is not allowed because it endangers the safety of those using the halls and sidewalks.

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Institutional Team

Dawson's Institutional Team has established these policies as a guide for your wedding plans. We hope you will find these guidelines helpful and user-friendly. If you have questions about these policies, please contact Amy Turnbow at 871-7324 or aturnbow@dawsonchurch.org.

Photographer Guidelines

A. The church must pre-approve your photographer and have a signed copy of the appropriate policy form (located in the back of this manual) on file in the Church Office. Please instruct your photographer to mail, email or fax (870-7029) this form to the attention of Amy Turnbow *at least eight weeks* before the scheduled wedding date.

Please make sure you have discussed the policies in this manual with your photographer.

B. NO FLASH PHOTOGRAPHS may be taken during the ceremony. The ceremony begins when the mothers are seated. One flash photo may be taken of the bride processing down the aisle of the Sanctuary or the Chapel.

C. Timed exposures without flash are permissible from the Sanctuary balcony during the ceremony. Timed exposures without flash are permissible from behind the last row of chairs in the Chapel during the ceremony

D. Pictures may be taken before and after the ceremony and during the reception. All pictures taken before the ceremony must be completed thirty minutes prior to the wedding. The minister will be available for pictures immediately following the ceremony. Please make every effort to take this picture first.

E. On the day of the wedding, the church will be open six hours prior to the confirmed wedding time, but no earlier than 8:00 a.m.

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Videographer Guidelines

- A. The church must pre-approve your videographer and have a signed copy of the appropriate policy form (located in the back of this manual) on file in the Church Office.**

Please instruct your videographer to mail, email or fax (870-7029) this form to the attention of Amy Turnbow **at least eight weeks** before the scheduled wedding date.

Please make sure you have discussed the policies in this manual with your videographer.

- B. One camera may be used from the Sanctuary balcony or from behind the last row of chairs in the Chapel. Cameras may not be set up in the choir loft or baptistery. Your videographer may want to attend the rehearsal if he/she is not familiar with Dawson.**
- C. The church's video equipment is not available for your use.**
- D. Videographers are not allowed to walk around with a camera during the ceremony.**
- E. On the day of the wedding, the church will be open six hours prior to the confirmed wedding time, but no earlier than 8:00 a.m.**

Decorator Guidelines

- A. The church must pre-approve your decorator and have a signed copy of the appropriate policy form (located in the back of this manual) on file in the Church Office.**

Please instruct your decorator to mail, email or fax (870-7029) this form to the attention of Amy Turnbow **at least eight weeks** before the scheduled wedding date.

Please make sure you have discussed the policies in this manual with your decorator.

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B. Decorations should be in keeping with the beauty of the Chapel and Sanctuary and the sacredness of the occasion.

C. Skilled persons who assume the responsibility with extreme care should install decorations.

1. No nails, tacks, staples, pins, adhesives, or anything that will mar woodwork or furniture may be used.
2. No decorations or candles may be placed on the organ or the piano.
3. Dripless taper and pillar candles may be used but must be in sturdy candelabras or candleholders. Appropriate steps must be taken to protect floor from dripping wax. Candles may not be placed on furniture or rails. Candles may not be placed in windows, along aisles, or on the end of the pews.
4. Any potted plants and flower arrangements must have saucers or plastic pans and carpet squares under the plants to protect carpet and hardwood floors from scratches and water damage.

D. The Sanctuary/Chapel will be open at 3:00 p.m. the day before the wedding. The decorator can begin set up in the Sanctuary/Chapel at this time. They must leave the building by the end of the wedding rehearsal.

On the day of the wedding, the church will be open six hours prior to the confirmed wedding time, but no earlier than 8:00 a.m.

E. Prior arrangements can be made to leave the floral arrangements from your wedding for the worship service on the following Sunday.

Please discuss your plans with your florist and indicate your plans at the appropriate place on your Building Maintenance Request Form **at least eight weeks** prior to the wedding date. Once you have been given permission to leave the floral arrangements, they will be used for Sunday worship (placed in the Foyer or Vestibule) and then delivered to shut-ins on Monday. Your decorator must remove all other floral arrangements at the end of the ceremony. Please convey to your decorator that all floral urns/containers must be picked up on the Monday following your event by 3:00 p.m. or they will be discarded.

F. In the Sanctuary, no decorations may be placed in the baptistery. Choir chairs are not to be moved. The pulpit is removable and steps are available to fill in this space. Existing silk trees and plants must be moved by church personnel only.

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G. The Music & Worship Pastor will determine the use of the high or low rails in the Sanctuary based on the Sunday worship needs.

Caterer Guidelines

A. The church must pre-approve your caterer and have a signed copy of the appropriate policy form (located in the back of this manual) on file in the Church Office. Please instruct your caterer to mail, email or fax (870-7029) this form to the attention of Amy Turnbow *at least eight weeks* before the scheduled wedding date.

Please make sure you have discussed the policies in this manual with your caterer.

B. Caterers desiring to use the church kitchen must coordinate with the Director of Food Services.

Under Health Department guidelines, Dawson is required to obtain a current copy of the caterer's Jefferson County Food Permit. There is a \$450 fee for members and \$750 fee for non-members to use the kitchen. This fee includes one kitchen assistant and the use of our facilities for the six hours prior to the scheduled wedding time, during the wedding ceremony, and during the reception (including cleanup). The church will not be open prior to 8:00 a.m. on the day of the wedding. Caterers are responsible for providing all refreshments, dishes, serving trays, table skirts, candles, cleanup materials, etc. Payment of the Caterer Kitchen Use Fee should be given to Amy Turnbow **at least eight weeks** before the wedding. At the same time, a copy of the caterer's Jefferson County Food Permit should be provided to Amy Turnbow, the Director of Food Services. Checks should be made payable to Dawson.

C. If using the kitchen, the caterer must:

1. Leave the sinks and countertops clean.
2. Remove all food, utensils, and other items brought in.
3. Leave the kitchen as clean and orderly as you found it.

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- D. A caterer may not leave his/her staff unattended by a pre-approved supervisor. The caterer and staff must complete the cleanup process within two hours of the end of the reception.**
- E. Setup needs should be outlined on the Building Maintenance Request Form *at least eight weeks* prior to the wedding. Be sure to list the number of tables needed and the arrangement of these tables.**
- F. On the day of the wedding, the church will be open six hours prior to the confirmed wedding time, but no earlier than 8:00 a.m.**

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Wedding Policy Agreement

To be completed by the bride and groom. Return this form along with the Wedding Application and \$250.00 refundable deposit to Amy Turnbow to schedule your wedding date on the church calendar.

We have read and accept the policies concerning weddings held at Dawson Memorial Baptist Church (DMBC). We agree to follow the policies as stated in this manual and will ensure that the members of the wedding party and those assisting with the wedding will follow the policies also. We are responsible for assuring that:

A. The wedding party and all guests will conduct themselves while on Dawson property in a manner consistent with being in a place of Christian worship and be familiar with and follow DMBC policies.

Members of the wedding party as well as guests are expected to conduct themselves at all times in a manner consistent with participating in Christian worship.

B. An Alabama marriage license issued within 30 days of the wedding is present on the day of the ceremony.

C. The decorator, caterer, photographer, and videographer are familiar with and follow the church policies. All those servicing the wedding must mail or fax (870-7029) a signed copy of the appropriate policy form to Amy Turnbow **no later than eight weeks** before the scheduled wedding date.

D. The wedding party refrains from using tobacco products, drugs or alcoholic beverages prior to and during the activities held at the church. No alcoholic beverages are brought to the church or served at the church at any time. No rehearsal or wedding will be conducted if any member of the wedding party or those who service the wedding (decorator, caterer, photographer, or videographer) are under the influence of alcohol or drugs.

E. The Dawson Family of Faith is established as a congregation of believers and followers of Jesus Christ and constituted as a church with all matters of faith and practice based on the teachings and instruction of Holy Scripture. Marriage is a sacred institution. All weddings on Dawson's property will be worship experiences. Likewise, all weddings on Dawson property will be consistent with the Dawson Memorial Baptist Church's understanding of Christian marriage. In a Christian marriage, a man and a woman commit themselves to a relationship with each other and to a relationship with God, as well as recognize their responsibility to the community.

By our signatures, we understand that failure to comply with any of these policies will be considered "disregard of policy" and will mean forfeiture of our \$250 deposit. We also understand that we are liable for any damages that total more than the amount of the deposit. We understand that failure to notify the church of any cancellation of plans at least 30 days prior to the confirmed wedding date will result in the forfeiture of our deposit.

Bride's Signature

Groom's Signature

Date

Date

Two weeks after the wedding, the deposit amount will be mailed back to you. Your mailing address at that time will be:

Address: _____

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Wedding Application

To be completed by the bride and groom. Return this form along with the Wedding Policy Agreement and \$250.00 refundable deposit to Amy Turnbow to schedule your wedding date on the church calendar.

Wedding reservations are not considered for inclusion on Dawson's wedding calendar until the deposit, signed agreement and signed application are received by Dawson.

Bride's Name: _____
Address: _____
City, State, Zip: _____

Home Phone: _____ Business/Cell Phone: _____
Email Address: _____

Christian? Yes: ___ No: ___ Church Member? Yes: ___ No: ___ Where: _____

Parents' Names: _____
Parents' Church Membership: _____

Groom's Name: _____
Address: _____
City, State, Zip: _____

Home Phone: _____ Business/Cell Phone: _____
Email Address: _____

Christian? Yes: ___ No: ___ Church Member? Yes: ___ No: ___ Where: _____

Parents' Names: _____
Parents' Church Membership: _____

Rehearsal Day/Date: _____ Time: _____
Wedding Day/Date: _____ Time: _____

Church Facilities (indicate facility needed below):

Rehearsal and Wedding: Sanctuary Chapel
Reception (if at Dawson): Fellowship Hall Social Hall

Minister(s): _____ Relationship: _____

(If your minister is not on staff at Dawson, please indicate the church where your minister serves, the mailing address, and the relationship to the bride and/or groom)

Church: _____

City and State: _____

Applicant's Signature: _____ Date: _____

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Wedding Participants

To be completed by the bride and groom. Please mail or fax (870-7029) this form to Amy Turnbow at least eight weeks before the scheduled wedding date.

Wedding Participants	Name	Phone Number
Minister(s):	_____	_____
	_____	_____
Wedding Director:	_____	_____
Organist:	_____	_____
Pianist:	_____	_____
Other Instrumentalist(s):	_____	_____
	_____	_____
	_____	_____
Vocalist(s):	_____	_____
	_____	_____
	_____	_____
Decorator:	_____	_____
Caterer:	_____	_____
Photographer:	_____	_____
Videographer:	_____	_____
Minister Providing Premarital Counseling:	_____	_____

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Technical Coordinator Request Form

To be completed by the bride and groom. Please mail or fax (870-7029) this form to Amy Turnbow at least eight weeks before the scheduled wedding date.

Bride: _____ Home Phone: _____ Bus. Phone: _____

Groom: _____ Home Phone: _____ Bus. Phone: _____

Rehearsal Day/Date: _____ Time: _____

Ceremony Day/Date: _____ Time: _____

Reception (if at Dawson): _____ Time: _____

Microphones:

Minister(s): Yes: _____ No: _____

Instrumentalist(s): Yes: _____ No: _____

Vocalist(s): Yes: _____ No: _____

Please indicate where vocalist(s) will stand:

Do you want to have an audio recording of the ceremony? Yes: _____ No: _____

(If you would like an audio recording, please bring a CD-R to your rehearsal. The Technical Coordinator will give the CD to your Dawson Wedding Director following the ceremony.)

Note: If you are providing pre-recorded music for your wedding ceremony, all music must be provided on *one* CD.

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Photographer Policy Form

To be completed and signed by the Photographer. Please mail or fax (870-7029) this form to Amy Turnbow at least eight weeks before the scheduled wedding date.

- 1.** NO FLASH PHOTOGRAPHS may be taken during the ceremony. The ceremony begins when the mothers are seated. One flash photo may be taken of the bride processing down the aisle of the Sanctuary or the Chapel.
- 2.** Timed exposures without flash are permissible from the Sanctuary balcony during the ceremony. Timed exposures without flash are permissible from behind the last row of chairs in the Chapel during the ceremony.
- 3.** Pictures may be taken before and after the ceremony and during the reception. All pictures taken before the ceremony must be completed 30 minutes prior to the wedding. The minister will be available for pictures immediately following the ceremony. Please make every effort to take this picture first.
- 4.** On the day of the wedding, the church will be open six hours prior to the confirmed wedding time, but no earlier than 8:00 a.m.
- 5.** Use of tobacco products, drugs, and alcoholic beverages are not permitted on Dawson property at any time. Anyone under the influence of tobacco, drugs, or alcoholic beverages is not permitted on Dawson property at any time.

I have read the above wedding policies and agree to follow them. If I do not, I will not be approved for future weddings at Dawson Memorial Baptist Church.

Name of Photographer (Please Print)

Signature of Photographer

Date

Bride's Name: _____

DAWSON MEMORIAL BAPTIST CHURCH
Wedding Policies

Videographer Policy Form

To be completed and signed by the Videographer. Please mail or fax (870-7029) a copy of this form to Amy Turnbow at least eight weeks before the scheduled wedding date.

1. One camera may be used from the Sanctuary balcony or from behind the last row of chairs in the Chapel. Cameras may not be set up in the choir loft or baptistery. Your videographer may want to attend the rehearsal if he/she is not familiar with Dawson.
2. The church's video equipment is not available for your use.
3. Videographers are not allowed to walk around with a camera during the ceremony.
4. On the day of the wedding, the church will be open six hours prior to the confirmed wedding time, but no earlier than 8:00 a.m.
5. Use of tobacco products, drugs, and alcoholic beverages are not permitted on Dawson property at any time. Anyone under the influence of tobacco, drugs, or alcoholic beverages is not permitted on Dawson property at any time.

I have read the above wedding policies and agree to follow them. If I do not, I will not be approved for future weddings at Dawson Memorial Baptist Church.

Name of Videographer (Please Print)

Signature of Videographer

Date

Bride's Name: _____

DAWSON MEMORIAL BAPTIST CHURCH
Wedding Policies

Decorator Policy Form

To be completed and signed by the Decorator. Please mail or fax (870-7029) a copy of this form to Amy Turnbow at least eight weeks before the scheduled wedding date.

- 1. Decorations should be in keeping with the beauty of the Chapel and Sanctuary and the sacredness of the occasion.**
- 2. Skilled persons who assume the responsibility with extreme care should install decorations.**
 - A.** No nails, tacks, staples, pins, adhesives, or anything that will mar woodwork or furniture may be used.
 - B.** No decorations or candles may be placed on the organ or the piano.
 - C.** Dripless taper and pillar candles may be used but must be in sturdy candelabras or candleholders. Appropriate steps must be taken to protect floor from dripping wax. Candles may not be placed on furniture or rails. Candles may not be placed in windows, along aisles, or on the end of the pews.
 - D.** Any potted plants and flower arrangements must have saucers or plastic pans and carpet squares under the plants to protect carpet and hardwood floors from scratches and water damage.
 - E.** The flower girl(s) may drop silk petals only.
- 3. The Sanctuary/Chapel will be open at 3:00 p.m. the day before the wedding. The decorator can begin set up in the Sanctuary/Chapel at this time. They must leave the building by the end of the wedding rehearsal.**

On the day of the wedding, the church will be open six hours prior to the confirmed wedding time, but no earlier than 8:00 a.m.

- 4. The bride can make prior arrangements to leave the floral arrangements from the wedding for the worship service on the following Sunday.**

These plans should be indicated on the appropriate place on the Building Maintenance Request Form **at least eight weeks** prior to the wedding date. Once the bride has been given permission to leave the floral arrangements, they will be used for Sunday worship (placed in the Foyer or Vestibule) and then delivered to shut-ins on Monday. The decorator must remove all other floral arrangements at the end of the ceremony. The decorator is responsible for cleaning up all leaves, loose dirt, etc. **Wedding decorations may not be stored at the church for later pick up.**

- 5. If flowers are left for Sunday services, decorator agrees to pick up containers no later than Tuesday following the ceremony. Failure to do so will result in forfeiture of container.**
- 6. In the Sanctuary, no decorations may be placed in the baptistery. Choir chairs are not to be moved. The pulpit is removable and steps are available to fill in this space.**
- 7. The Minister of Music will determine the use of the high or low rails in the Sanctuary based on the Sunday worship needs.**
- 8. Use of tobacco products, drugs, and alcoholic beverages are not permitted on Dawson property at any time. Anyone under the influence of tobacco, drugs, or alcoholic beverages is not permitted on Dawson property at any time.**

I have read the above wedding policies and agree to follow them. If I do not, I will not be approved for future weddings at Dawson Memorial Baptist Church.

Name of Decorator (Please Print): _____ Signature of Decorator: _____

Date: _____ Bride's Name: _____

DAWSON MEMORIAL BAPTIST CHURCH
Wedding Policies

Caterer Policy Form

To be completed and signed by the Caterer. Please mail or fax (870-7029) a copy of this form to Amy Turnbow at least eight weeks before the scheduled wedding date.

1. Caterers desiring to use the church kitchen must coordinate with the Director of Food Services.

Under Health Department guidelines, Dawson is required to obtain a current copy of the caterer's Jefferson County Food Permit. There is a \$450 fee for members and a \$750 fee for non-members to use the kitchen. This fee includes one kitchen assistant and the use of our facilities for the six hours prior to the scheduled wedding time, during the wedding ceremony, and during the reception (including cleanup). Caterers are responsible for providing all refreshments, dishes, serving trays, table skirts, candles, cleanup materials, etc. The Caterer Kitchen Use Fee should be paid to Amy Turnbow at least eight weeks before the wedding. At the same time, a copy of the caterer's Jefferson County Food Permit should be provided. Checks should be made payable to Dawson.

2. If using the kitchen, the caterer must:

- A. Leave all sinks and countertops clean.
- B. Remove all food, utensils, and other items brought in.
- C. Leave the kitchen as clean and orderly as you found it.

3. A caterer may not leave his/her staff unattended by a pre-approved supervisor. The caterer and staff must complete the clean up process within two hours of the end of the reception.

4. Setup needs should be outlined on the Building Maintenance Request Form *at least eight weeks* prior to the wedding. Be sure to list the number of tables needed and the arrangement of these tables.

5. On the day of the wedding, the church will be open six hours prior to the confirmed wedding time, but no earlier than 8:00 a.m.

6. Reception set up, including rentals, equipment, and perishable items may not begin until six hours prior to ceremony. The church will not open earlier than 8:00 a.m.

7. Use of tobacco products, drugs, and alcoholic beverages are not permitted on Dawson property at any time. Anyone under the influence of tobacco, drugs, or alcoholic beverages is not permitted on Dawson property at any time.

I have read the above wedding policies and agree to follow them. If I do not, I will not be approved for future weddings at Dawson Memorial Baptist Church.

Name of Caterer (Please Print) _____ Signature of Caterer: _____

Date: _____ Bride's Name: _____

DAWSON MEMORIAL BAPTIST CHURCH
Wedding Policies

Bride's Checklist

Form	When Due	Actual Date Due
Deposit	day wedding scheduled	_____
Wedding Policy Agreement	day wedding scheduled	_____
Wedding Application	day wedding scheduled	_____
Wedding Participant List	eight weeks before scheduled wedding date	_____
Facility Use Request Form	eight weeks before scheduled wedding date	_____
Technical Coordinator Request Form	eight weeks before scheduled wedding date	_____
Photographer Policy Form	eight weeks before scheduled wedding date	_____
Videographer Policy Form	eight weeks before scheduled wedding date	_____
Decorator Policy Form	eight weeks before scheduled wedding date	_____
Caterer Policy Form	eight weeks before scheduled wedding date	_____
Guest Minister Letter/ Premarital Counseling Verification Letter	eight weeks before scheduled wedding date (only if Dawson minister is not performing the ceremony/ counseling)	_____
Leave Flowers in Sanctuary	eight weeks before scheduled wedding date	_____
Announcement in the <i>Together</i>	eight weeks before scheduled wedding date	_____
Pay Custodial/Facility Fee	eight weeks before scheduled wedding date	_____
Pay Caterer Kitchen Use Fee	eight weeks before scheduled wedding date	_____
Pay Catering Fees	eight weeks before scheduled wedding date	_____
Deliver License to Minister	two days before scheduled wedding date	_____
Pay Dawson Wedding Director, Media Director, and Musicians	night of rehearsal	_____

DAWSON MEMORIAL BAPTIST CHURCH
Wedding Policies

Fee Schedule

Members, children of members, and grandchildren of members will be charged the Dawson member fee. Payment of the Custodial and Facility Fee and the Caterer Kitchen Use Fee should be given to Amy Turnbow at least eight weeks before the scheduled wedding date. Payment of the Dawson Wedding Director Fee, Technical Coordinator Fee, and the fees for the musicians should be given to the Wedding Director at the rehearsal. Fees established with the Director of Food Services are in addition to the fees below. They should be paid directly to the Director of Food Services **at least eight weeks** prior to your wedding.

A refundable deposit of \$250 is required to secure the date and reserve the facilities needed.

Members

Custodial and Facility Fee (with Reception)	\$350 (see Page 3 for additional requirements)
Custodial and Facility Fee (without Reception)	\$250 (see Page 3 for additional requirements)
Caterer Kitchen Use Fee (Fellowship Hall)	\$450 (see Page 11 for additional requirements)
Dawson Wedding Director	\$400 (see Page 5 for additional requirements)
Technical Coordinator	\$200 (see Page 6 for additional requirements)
Musicians - Pianist and/or Organist	\$400 minimum each - with additional expenses for the purchases of new music, non-standard literature, and/or special rehearsal needs. (see Page 6 for additional requirements)
Harpichord–Sanctuary Only	\$15 (in addition to the Pianist Fee)

Non-Members

Custodial and Facility Fee (with Reception)	\$1,750 (see Page 3 for additional requirements)
Custodial and Facility Fee (without Reception)	\$1,500 (see Page 3 for additional requirements)
Caterer Kitchen Use Fee (Fellowship Hall only)	\$750 (see Page 11 for additional requirements)
Dawson Wedding Director	\$500 (see Page 5 for additional requirements)
Technical Coordinator	\$200 (see Page 6 for additional requirements)
Musicians - Pianist and/or Organist	\$400 minimum each - with additional expenses for the purchases of new music, non-standard literature, and/or special rehearsal needs. (see Page 6 for additional requirements)
Harpichord–Sanctuary Only	\$15 (in addition to the Pianist Fee)