

Wedding Planning Worksheet

Trinity Presbyterian Church

3003 Howell Mill Road, NW | Atlanta, GA 30327 | 404-237-6491

Today's Date _____

Sanctuary

Wedding Date and Time _____

Dobbs Chapel

Rehearsal Date and Time _____

Bride's Information

Bride's Name _____

Telephone: Home _____

Work _____

Cell _____

Email _____

Parents _____

Groom's Information

Groom's Name _____

Telephone: Home _____

Work _____

Cell _____

Email _____

Parents _____

Service Information

Rings: One Two

Kneeling Bench: Yes No

*Pew Candles: Yes No

Minister(s) _____

Organist _____

Soloist _____

Instrumentalists _____

Trinity Wedding Coordinator _____

Liturgists/Readers (must attend rehearsal) _____

Bulletins: Yes No

Who will distribute _____

Who will escort the bride _____

Number of guests _____

Reception location _____

Number of Attendants:

Bridesmaids _____ Groomsmen _____ **Ushers _____ Flower girl(s) _____ Ring bearers _____

Florist	Phone	Cell
Photographer	Phone	Cell
Videographer	Phone	Cell

Additional Seating Needs

Divorced Parents _____

Grandparents _____

Step-Parents _____

Walking Assistance _____

Other _____

*There is a charge of \$100 for the pew candles.

** Recommend 1 usher for every 50 guests.

Please sign and return form to Trinity Presbyterian Church, 3003 Howell Mill Rd. NW, Atlanta, Georgia 30327

Florist Agreement

Trinity Presbyterian Church

3003 Howell Mill Road, NW | Atlanta, GA 30327 | 404-237-6491

Today's Date _____

Sanctuary

Wedding Date and Time _____

Dobbs Chapel

Bride _____

Groom _____

Florist _____

Welcome to Trinity!

The essential character and appointments of the church sanctuary and chapel must be maintained. Simple decorations will enhance the atmosphere of worship. Please follow these specified guidelines.

Sanctuary

Wedding flowers are only permitted on the communion table and may be two arrangements in the receptacles provided or a single arrangement in the center of the table. The height of the arrangements must be under the arms of the cross and the width is not to obscure the cross or candles. The cross may not be raised from its present position. No other decorations are to be placed behind or in close proximity to the communion table. Liner size for brass urn is 5 ½" wide and 6 ½" high. Cross dimensions are 35 ¼" from the table top to the cross arm, with each arm extending is 12" to both sides. The pedestal on which the cross sits is 6" higher than the table top where the vases are placed. No décor should be placed in the windows. Pew markers must be affixed only with soft cord, ribbon, or plastic hangers designed for that purpose.

Dobbs Chapel

Wedding flowers may be placed on the 2 brass pedestals on either side of the organ, or florist may provide additional appropriate pedestals. In most cases, the Communion Table and cross will be moved up to the chancel, just behind the organist. No décor should be placed in the windows. Pew markers should be affixed only with soft cord, ribbon, or plastic hangers designed for that purpose.

Other Décor

Trinity has dripless pew candles and a kneeling bench that may be requested by the bride. No other candelabra or unity candles may be used. There is a \$100 charge for use of the pew candles.

Any request for exterior décor must have the prior approval of the Wedding Committee, and if necessary, the Property Committee.

No tacks, nails or sticky tape are to be used on any door, wall or furnishings.

Aisle runners are not permitted in either the sanctuary or the chapel.

You must coordinate access to the building with the Trinity wedding coordinator prior to the wedding. Decorations should be completed two hours prior to the time of the wedding. Florists should place the wedding party's flowers on the last pew in the sanctuary or chapel for distribution to the proper participants by the wedding coordinators. The florist should label all corsages and attendant flowers with names.

To protect the building and preserve the grounds and walkways, no rice, birdseed, confetti, rose petals, potpourri, or anything else may be thrown either inside or outside the building. The use of sparklers are not allowed.

All vases, trash, decorations and any other materials used in connection with the wedding service must be removed PROMPTLY from the sanctuary and chapel areas. The church is not responsible for any florist's equipment or supplies. If necessary, church staff will relocate any equipment or supplies in order to prepare the space for Sunday services. Such equipment and supplies must be picked up by the florist within 48 hours after the wedding.

If all conditions are not met, Trinity Presbyterian Church reserves the right to refuse a florist to work in the church in the future.

We look forward to working with you in this forth coming wedding. If you have any questions regarding the above information, please call the church office at 404-237-6491.

Please fax (404-264-0470) or mail a signed copy of this agreement to the church office no later than ten days prior to the wedding. This will assure us that you have received the information and have agreed to the guidelines.

I am willing to abide by the rules of Trinity Presbyterian Church.

Print Name

Signature

Cell Phone

Date

*Please sign and return form to
Attn: Wedding Coordinator, Trinity
Presbyterian Church, 3003 Howell Mill
Rd. NW, Atlanta, Georgia 30327*

Photography Agreement

Trinity Presbyterian Church

3003 Howell Mill Road, NW | Atlanta, GA 30327 | 404-237-6491

Today's Date _____

Sanctuary

Wedding Date and Time _____

Dobbs Chapel

Bride _____

Groom _____

Photographer _____

Welcome to Trinity!

If this is the first time the photographer has taken pictures for a wedding at Trinity, it is expected that he/she will attend the rehearsal in order to become familiar with the various spaces to be used on the wedding day and to avoid any confusion about expectations on the wedding day. In the event the photographer is unable to attend the rehearsal, an appointment with the wedding coordinator may be made to answer any questions or provide a walk-through prior to the wedding day.

The service begins with the first note of the organ prelude and ends with the last note of the organ postlude.

The photographer has two hours prior to the service to take pictures. Thirty-five minutes prior to the start of the service all photography will be stopped and the wedding party will retire to their respective rooms.

Prior to the Service

Photographs may be made of the bridal party both inside and outside of the chapel or sanctuary or on the grounds of the church. Once the bride begins walking down the aisle, the photographer will be permitted to take a couple of pictures from the last pew and then make his/her way to the balcony for the remainder of the service.

During the Service

The photographer can only shoot from the balcony of either the sanctuary or the chapel, and it must be done without any detectable noise and without the use of any flash equipment. No additional lighting or extra microphones are permitted. Lighting intensity is set appropriately for the service and is not to be adjusted before or during the ceremony to accommodate photographers or videographers.

No flashbulbs, floodlights, camcorders, cellphones, including tablets (I-pads or similar devices) etc., are to be used in the sanctuary or chapel once the guests begin to arrive. Family members, as well as members of the wedding party are also expected to follow these instructions. No other audio or video or photographic equipment is permitted to be placed in the chancel area of either the chapel or the sanctuary at any time.

After the Service

The photographer may take additional photos of the wedding party for up to 30 minutes. Any posed photographs involving the officiating minister should be taken first.

If all conditions are not met, Trinity Presbyterian Church reserves the right to refuse a photographer to work in the church in the future.

We look forward to working with you in this forth coming wedding. If you have any questions regarding the above information, please call the church office at 404-237-6491.

Please fax (404-264-0470) or mail a signed copy of this agreement to the church office no later than ten days prior to the wedding. This will assure us that you have received the information and have agreed to the guidelines.

I will abide by the rules of Trinity Presbyterian Church.

Print Name

Signature

Cell Phone

Date

Please sign and return form to

Attn: Wedding Coordinator, Trinity Presbyterian Church, 3003 Howell Mill Rd. NW, Atlanta, Georgia 30327

Videographer Agreement

Trinity Presbyterian Church

3003 Howell Mill Road, NW | Atlanta, GA 30327 | 404-237-6491

Today's Date _____

Sanctuary

Wedding Date and Time _____

Dobbs Chapel

Bride _____ Groom _____

Videographer _____

Welcome to Trinity!

If this is the first time the videographer has filmed for a wedding at Trinity, it is expected that he/she will attend the rehearsal in order to become familiar with the various spaces to be used on the wedding day and to avoid any confusion about expectations on the wedding day. In the event the photographer is unable to attend the rehearsal, an appointment with the wedding coordinator may be made to answer any questions or provide a walk-through prior to the wedding day.

The service begins with the first note of the organ prelude and ends with the last note of the organ postlude.

The videographer may arrive when the bride does – two and a half hours before the wedding. Thirty-five minutes prior to the start of the service **all photography will be stopped** and the wedding party will retire to their respective rooms.

Prior to the Service

Videos may be made of the bridal party both inside and outside of the chapel or sanctuary or on the grounds of the church but must be completed 30 minutes prior to the service. At this time, the videographer will go to the balcony for the remainder of the service.

During the Service

The videographer can only shoot from the balcony of either the sanctuary or the chapel, and it must be done **without any detectable noise and without the use of any flash equipment**. No additional lighting or extra microphones are permitted. Lighting intensity is set appropriately for the service and is not to be adjusted before or during the ceremony to accommodate photographers or videographers.

The videographer may put a microphone on the groom, but it will not be hooked into the church's audio equipment. In the sanctuary, the officiating minister wears a microphone which is tied into the church's audio system. No flashbulbs, floodlights, camcorders, cellphones, including tablets (I-pads or similar devices) etc., are to be used in the sanctuary or chapel once the guests begin to arrive. Family members, as well as members of the wedding party are also expected to follow these instructions. No other audio or video or photographic equipment is permitted to be placed in the chancel area of either the chapel or the sanctuary at any time. Plans for audio and video recording should be discussed and cleared with the Director of Music prior to the rehearsal.

After the Service

The videographer may take additional video of the wedding party for up to 30 minutes.

If all conditions are not met, Trinity Presbyterian Church reserves the right to refuse a videographer to work in the church in the future.

We look forward to working with you in this forthcoming wedding. If you have any questions regarding the above information, please call the church office at 404-237-6491.

Please fax (404-264-0470) or mail a signed copy of this agreement to the church office no later than ten days prior to the wedding. This will assure us that you have received the information and have agreed to the guidelines.

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