



# *Bridal Checklist*

## *Plans begin months before your wedding day!*

Before the traditional walk down the aisle much preparation and planning goes into the perfect wedding. “Start planning a wedding a least a year ahead of time. Don’t wait,” advises Barbara Barineau, a bridal consultant with Wedding Wonderland Bridal Salon. “The closer you get to the wedding date, the fewer choices you will have for photographers, ministers, and places to hold the ceremony and reception.”

The key to a perfect wedding is “being organized and checking off a month-by-month schedule,” advises Becky Ambrose of Jan’s Hallmark in West Town Mall. “Starting nine months to a year in advance gives enough time to plan without things getting hectic.”

Here are some suggestions from wedding planners:

### *12 months before the wedding*

- ✂ Begin a planning book, or you may wish to obtain wedding planning software.
- ✂ Talk to your families to discuss the type of wedding you would like. Decide who will pay for what and discuss any shared expenses.
- ✂ Pick a wedding date together and engage a clergyman or wedding officiant to conduct the ceremony.
- ✂ Select a wedding consultant to coordinate and to do the ‘leg work’ and follow-up on details. A good wedding coordinator can save you time, money, and ‘frazzled’ nerves.
- ✂ Decide where the wedding and the reception will take place and make necessary reservations and deposits.
- ✂ Begin, along with the groom’s family if they are the hosts, planning and making reservations for the rehearsal dinner.
- ✂ Plan a time with your groom to look at and select an engagement ring.
- ✂ Pick bridal attendants to be in the wedding party.
- ✂ Talk with groom about his selection and choice of groomsmen.
- ✂ Choose your wedding dress, veil, and accessories.
- ✂ Meet with bridesmaids in order to discuss two or three choices of dresses since bridesmaids pay for their own dresses. Order bridesmaids’ dresses.
- ✂ Have the groom choose and reserve wedding attire for groomsmen and/or ushers.
- ✂ Interview and review wedding photographers’ portfolios. Engage a photographer and pay a deposit to secure his services.
- ✂ Select florist, musicians, and videographer for wedding and reception.
- ✂ Select a caterer and begin planning a menu for the reception (with the groom).
- ✂ Set the date and time for the wedding rehearsal.

### *6 months before the wedding*

- ✂ Have both families begin working on guest list.
- ✂ Begin planning the honeymoon together and check requirements for appropriate travel documents.
- ✂ Have the mothers select their dresses to coordinate with the formality and colors of the wedding theme.
- ✂ Go with your fiancée to select and register chins, silver, crystal, linen, and other patters or gifts.

### ***3 months before the wedding***

- ✂ Submit wedding announcements to the newspapers.
- ✂ Finalize menus with the caterer for wedding cake and reception food.
- ✂ Finalize guest list from both families.
- ✂ Select and order the invitations.
- ✂ Finalize the honeymoon plans together and double-check documents for travel.
- ✂ Select and order the wedding rings.
- ✂ Finalize the rehearsal dinner menu.
- ✂ Reserve accommodations for out-of-town guests.
- ✂ Arrange limousine services for all wedding party transportation.
- ✂ Begin planning the bridesmaids' luncheon.
- ✂ Review music selections, and along with your groom, finalize planning with musicians for wedding and rehearsal dinner.
- ✂ Make final floral selections for bride and attendants, and order flowers for wedding and reception hall.
- ✂ Assist your bride in beginning to address wedding invitations.
- ✂ Begin shopping for honeymoon clothes.

### ***6-8 weeks before the wedding***

- ✂ Check marriage license requirements including required medical tests and/or premarital counseling sessions.
- ✂ Choose and order gifts for attendants; groom chooses gifts for groomsmen.
- ✂ Plan and schedule the bridesmaids' luncheon. Groom attends bachelor party given in his honor.
- ✂ Sit for the formal bridal portrait.
- ✂ Pick up wedding rings.
- ✂ Begin writing and recording thank-you notes as gifts are received.

### ***3 weeks before the wedding***

- ✂ Obtain marriage license (marriage license application must be acted upon within four weeks of obtaining it, or it expires).
- ✂ Confirm reservations for the honeymoon with travel agent.

### ***1-3 weeks before the wedding***

- ✂ Check fitting of attendants' gowns.
- ✂ Double-check all accessories.
- ✂ Double check groomsmen rental clothes and accessories list.
- ✂ Purchase traveler's checks for honeymoon.
- ✂ Give the officiant's fee (in a sealed envelope) to the best man to be delivered after the ceremony.
- ✂ Finalize with the photographer a list of all photos to be taken at the wedding and reception.
- ✂ Confirm date and time of wedding with all professionals involved.
- ✂ Send final head count of guests to the caterer.

### ***1 day before the wedding***

- ✂ Relax by having a manicure and a pedicure.
- ✂ Attend the rehearsal dinner.

### ***The wedding day. Enjoy your lovely wedding you planned it well!***

- ✂ Allow time for getting hair styled.
- ✂ Allow two hours time for dressing prior to the service and for any photographs taken before the service.



*Building a Sound Marriage:  
A Personal Checklist*

*Dr. William E. Hull  
Sanford University Professor and Theologian*

Of all that I said in the Sunday evening series last spring on "Help for Troubled Homes," most often requested is the list of the areas in which couples should learn to adjust if they are to find true harmony and stability in marriage. Those about to be married want an agenda for discussion with each other before taking that last leap on wedding day. Those recently married want to look back and see how they are doing after six months or a year of living as husband and wife. I even know a small sharing group of young adult couples that is taking each of these adjustment areas for an evening's discussion together.

Because of these and other expressions of interest, let me share that list here in summary fashion with a wider group that was present for the sermon series. In one sense, the process of mutual adjustment never stops in marriage, which means that no person who is married should take a single one of these areas for granted. Let me suggest that you apply all of them to your own union, if married or to some marriage that you are seeking to support involving family or friends.

*Ten Areas of Marital Adjustment*

**1) Family.** Each partner comes to marriage with a built-in family that may be subordinated but not ignored by taking a mate. Over-dependence on one's parents complicates a couple's ability to learn how to live on their own, while lack of affection for parents may show up as a reluctance to cultivate deepening intimacy with one's own spouse. Couples need to plan together how they will relate to their respective in-laws. A courteous but consistent strategy should be devised to avoid unnecessary interference by indulgent or domineering parents (a frequent problem when mother-in-law lives in the same town!). Ask: have both of us learned to love both of our families in ways that do not compete with our love for each other

**2) Friends.** Often a bride's only close friends are "the girls" (female) and a groom's are "the gang" (male). This inherited pattern based on a single status needs to shift quickly as the two learn circle of married friends can be invaluable in helping to spot danger signals and to practice "preventive maintenance" in marriage. Ask: do our friends tend to unite us or to separate us as a couple?

**3) Sex.** Physical intimacy is eagerly sought by many as an end in itself, but is mutually rewarding only when both partners feel deeply that it is never automatic, but requires extreme candor and patient adaptation, a price ignored by the pornographic exploitation of the subject. Ask: are we using sexual activity as a substitute for genuine communication or as a channel that enhances it?

**4) Children.** The prevalence of dependable birth control techniques and of working wives makes it necessary to disuses not "when" but "whether" to have children. A couple that decides to extend its life through an offspring should agree in advance to share jointly in the care and cost involved. Ask: do we both understand the meaning of life well enough to be agreed on how we will try to shape whatever life is entrusted to us by birth?

**5) Work.** With vocational training (if not opportunity) for women equal to that for men, often the need and wishes of both partners must be considered in arranging for work that offers challenge and fulfillment. A realistic sharing of household duties should be agreed upon when the wife works outside the home. Ask: do we both view the work done by the other with dignity and appreciation?

**6) Finances.** Even if only one partner receives income for work done, both should develop a family budget based on full disclosure of available resources. Commonly accepted priorities and a sense of proportion governing expenditures avoid needless disputes over bills. Especially important is discussion and agreement on savings, indebtedness, insurance, and voluntary contributions. Ask can I plan purchases in the confidence that my spouse will approve because they are appropriate in the light of our other family needs?

**7) Leisure.** Free time provides opportunities for renewal both individual and as a couple. Hobbies and play that are enjoyed together should balance those that are done separately. Fatigue is a prime source of physical apathy and emotional irritation thus should be countered with well-planned vacations that everyone enjoys. Ask: have we learned how to help each other celebrate those pauses when life is gift rather than task?

**8) Lifestyle.** Personal habits are the immediate projection of one's inner life that affects most directly those with whom we live. This includes tastes (e.g. style in clothes and grooming), appetites (e.g. tobacco and alcohol), and the paraphernalia with which we surround ourselves (e.g. automobiles and household furnishings). Ask: have we learned to balance the need for individuality with the need for mutuality in developing our public lifestyles?

**9) Outlook.** This broad term embraces the mental rapport necessary to carry on a good conversation, the ideological orientation (e.g. conservative or liberal) needed to work for common civic goals, and sufficient similarity of educational and cultural background to enjoy the same esthetic experiences (e.g. music and drama). Ask: can we uncover and discuss our presuppositions in ways that mutually enrich rather than antagonize?

**10) Religion.** This vast area includes our ultimate commitments, values, and goals. While it is very helpful to participate in the same church, the deeper issue is whether a couple can pray together, study God's Word together, witness and serve together. Ask: are we not only compatible spiritually but do we actually contribute to the maturity and purposefulness of our partner's inner life?

*~Wedding Music Selections~*

<i>Clair de lune</i>	<i>by Debussy</i>
<i>Girl with the Flaxen Hair</i>	<i>by Debussy</i>
<i>Cannon In D</i>	<i>by Pachelbel</i>
<i>Sleeper's Wake</i>	<i>by Bach</i>
<i>Jesu, Joy of Man's Desiring</i>	<i>by Bach</i>
<i>Opus 117</i>	<i>by Brahms</i>
<i>To a Wild Rose</i>	<i>by MacDowell</i>
<i>Nocturne in Eb and Raindrop Prelude</i>	<i>by Chopin</i>
<i>Cannon in D      Moonlight Sonata</i>	<i>by Beethoven</i>
<i>The Wedding March</i>	<i>by Mendelsson</i>

*Hymns:*

*Holy, Holy, Holy*  
*Like A River Glorious*  
*How Great Thou Art*  
*In the Garden*  
*Amazing Grace*

*Other Selections:*

*This Day*  
*How Beautiful*

## *Planning Your Wedding*

*Marriage is one of life's primary experiences. The Christian wedding is an historic ceremony of dedication administered by the church and a ritual of commitment for those entering into marriage. In it the minister and the congregation invoke God's blessings. It is a celebration of God's establishment of the home as the primary social institution. The planning and performance of the wedding ceremony should therefore be carried out with seriousness, dignity, and joy. For that reason, the following policies will govern your plans for your wedding here at First Baptist Church of Kingston, Tennessee. We sincerely believe these policies to be the most suitable and practical for all concerned. Please read the policies fully and complete the "Wedding Application" form.*

### Setting the Wedding Time

Careful planning is necessary for all weddings. You will want to plan as early in advance as possible so that the use of the church facilities can be arranged without conflict. *Completing the attached "Wedding Application" reserves the time and facilities for the rehearsal, wedding, and reception. Non-members* (bride, groom, and parents of either are not members of the church) may not reserve the facilities more than six months in advance. The church facilities are not available for weddings on Sundays, and *the latest time available for the ceremony itself is 6:00 p.m.*

The completed "Wedding Application" should be submitted to the church office for approval of the wedding at the church facilities. **It is extremely important that the exact time indicated for the photography, rehearsal, wedding, and reception are observed, and care should be taken to have all members of the wedding party in their place at the time indicated.** We suggest that you choose your wedding director carefully because they will be responsible for managing the details of a successful wedding.

### Wedding Music

It is most important to keep in mind that the church wedding is a service of the church, and the music should be in keeping with the reverence that is observed upon entering the House of the Lord. All music to be used should be discussed with the Minister of Music. The church organist must be used for all weddings requiring use of the organ unless otherwise approved by the Minister of Music.

When there is to be a soloist, it will be the responsibility of the bride to see that the soloist contacts the organist (if that soloist is using the organ). In order to help insure a beautiful wedding and also to maintain high musical standards, final approval of any vocalist's selections and all organ and instrumental music played at the ceremony must be obtained from the Minister of Music of the church.

A church provided sound technician must be used for all weddings unless otherwise approved by the Minister of Music.

### Miscellaneous

The church does not presume to tell our ministers for whom they may and may not perform a marriage ceremony. Consequently, these policies are interpreted to mean that a marriage ceremony may be performed in First Baptist Church of Kingston facilities for any couple a First Baptist minister is willing to unite in marriage. ***If a First Baptist Kingston minister is not to be used then the church's Senior Pastor must be give prior approval.***

## Photographers

If you desire to have pictures, it is the responsibility of the bride to instruct the photographer that no flash pictures are permissible in the sanctuary once the ceremony begins (pictures of bride entering and leaving is an exception). Flash pictures may be taken of the bridal party preceding and following the ceremony.

## Caterer

Receptions may be held in the Family Life Center. The bridal party may use the kitchen and it's equipment ***but must discuss availability of tablecloths, hostess supplies, and operation of equipment prior to use with the Hostess Chairman.*** We cannot allow the use of ***red punch*** because of its permanent staining nature to the carpet. Please try to remove all spills immediately from the carpet. The wedding party is responsible for damages and ***cleaning of kitchen & equipment as it was found***, and all trash must be bagged and tied. The church custodian is responsible for floors, furniture, and trash removal only.

***Note: Please be sure your caterer receives a copy of this policy.***

## Decorations

The florist selected for the wedding will be responsible for decorating the church. The Lord's Table, pulpit, and platform chairs may be removed but must be removed by the church's custodian. "Special permission" must be granted by the church staff for removal of additional furniture.

**Candles** utilized in the wedding must be of the dripless variety and must be in candelabras that will catch and contain all drippings. The floor must be thoroughly protected.

Under no conditions may decorations be attached to the pews or other furniture by tape, nails, glue, or pins. The bridal party will be held directly responsible for the failure to adhere to the church's request involving decorations.

**All decorations (including flowers) must be removed from the facility no later than 2 hour after wedding.** Air conditioning or heating will be turned on only at a reasonable time before any scheduled event (normally not more than four hours in advance). Florists should note this and not bring flowers too early.

***Note: Please be sure your florist receives a copy of this policy.***

## Conduct

Rice, birdseed, confetti, and other materials are not to be thrown inside any of the church buildings (this includes the foyers, vestibule, and atrium). Smoking and intoxicants are not permitted in any form in any of the church facilities, and intoxicating beverages are not allowed on church property. To avoid embarrassment, it is requested that these restrictions be called to the attention of all members of the wedding party.

## Fees

All weddings require custodial service, and the wedding party must use the church's custodians. This work is in addition to the custodian's regular duties and occurs when the custodian would not normally be working. Therefore, a fee of **\$150 (members)** or **\$250 (non-members)** is required to reserve the dates and assist in paying for custodial services. Checks should be made payable to "First Baptist Church of Kingston". ***Please note that it is customary to provide a monetary honorarium for services provided during rehearsals and the wedding ceremony to the pastor, church organist/pianist and sound technician.***

**PLEASE COMPLETE THE ATTACHED WEDDING APPLICATION**

Please carefully read the First Baptist Church Wedding Policy before providing the information requested below, and submit this application and the Facility Fee to the Church as soon as possible.

**Receipt of the Facility Fee will secure dates requested.**

**FAMILY INFORMATION**

**BRIDE**

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Place of Work: \_\_\_\_\_  
\_\_\_\_\_

Religious Affiliation: \_\_\_\_\_

Parents' Names: \_\_\_\_\_  
\_\_\_\_\_

Are you a member of First Baptist Church? \_\_\_\_\_

Please describe any other family relationships within the First Baptist Church congregation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**GROOM**

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Place of Work: \_\_\_\_\_  
\_\_\_\_\_

Religious Affiliation: \_\_\_\_\_

Parents' Names: \_\_\_\_\_  
\_\_\_\_\_

Are you a member of First Baptist Church? \_\_\_\_\_

Please describe any other family relationships within the First Baptist Church congregation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# SCHEDULING INFORMATION

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

## Decorating Timeline

- Sanctuary **set-up** needed by \_\_\_\_\_
- Decorating time \_\_\_\_\_
- Family Life Center **set-up** needed by \_\_\_\_\_
- Decorating Time \_\_\_\_\_

## Rehearsal Timeline

Rehearsal time: \_\_\_\_\_

Open doors:

\_\_\_\_\_ Vestibule doors

\_\_\_\_\_ Atrium doors

## Wedding Day

Opening times

\_\_\_\_\_ Vestibule doors

\_\_\_\_\_ Atrium

\_\_\_\_\_ Family Life Center

### **Flowers and decorations**

**must be removed from the church no later than (2) hours after wedding.**

Presiding Minister \_\_\_\_\_ Phone \_\_\_\_\_

Director \_\_\_\_\_ Phone \_\_\_\_\_

Florist \_\_\_\_\_ Phone \_\_\_\_\_

Caterer \_\_\_\_\_ Phone \_\_\_\_\_

Photographer \_\_\_\_\_ Phone \_\_\_\_\_

Organist/Pianist \_\_\_\_\_ Phone \_\_\_\_\_

## General Policies

1. **Facility use reservations will be confirmed upon receipt of the Facility/Calendar Request Form, Church Staff approval, and payment of applicable fees at the church office.**
2. Any use of any part of the facility must be scheduled through the church office.
3. The facility must be cleaned and vacated by the event lockup time.
4. The use of tobacco, drugs, and alcoholic beverages is prohibited on all First Baptist Church property. Fighting and abusive language is also prohibited.
5. Please do not loiter around the outside of the facility or in the parking lots.
6. At least one parent or sponsoring adult must accompany children ages twelve (12) and under at all times on First Baptist Church property.
7. Childcare may only be requested for church related functions and must be made two (2) weeks in advance.
8. The usage of the facility is limited to non-profit organizations and there will be no use of the facility for political or politically affiliated functions.
9. **The fee for non-church function use of any part of the facility except the Family Life Center and either Atrium is as follows. Costs to repair damages incurred during an event will be the responsibility of the group reserving the facility.**
  - a. **Members**                                 **\$50**
  - b. **Non-Members**                             **\$100**
10. No equipment may be removed from the facility (including but not limited to hostess supplies, tables, chairs, a/v supplies, kitchen supplies, etc.)
11. **The fee for any A/V use for non-church function events is as follows.** All A/V equipment must be operated by the FBC A/V team.
  - a. **Members**                                 **\$50**
  - b. **Non-Members**                             **\$100**
12. Music used anywhere in the church facility must be submitted to the church office for approval three (3) weeks prior to the event. Dancing is not allowed.
13. No pets are allowed in any part of the facility.
14. Each group is responsible for the overall conduct of its members.
15. Any activity, ceremony, ritual, etc. that is deemed by the Church Staff to be in conflict with the doctrine and teachings of First Baptist Church of Kingston is prohibited.

## Family Life Center & Atrium Use Policy

### Non-Church Sponsored Functions:

1. Reservations for the Family Life Center or either Atrium cannot be confirmed more than six (6) months in advance and should be made no later than three (3) weeks before the event.
2. All fees are for maximum of six (6) hours of use.
3. **Family Life Center Fees**
  - a. **Usage Fee for Member**                                 **\$100**
  - b. **Usage Fee with set-up for Member**                             **\$200**
  - c. **Usage Fee for Non-Member**                                 **\$200**
  - d. **Usage Fee with set-up for Non-Member**                             **\$300**
  - e. **FLC Kitchen Usage Fee**                                     **\$150**
4. **Atrium Fees**
  - a. **Usage Fee for Member**                                 **\$50**
  - b. **Usage Fee with set-up for Member**                             **\$75**
  - c. **Usage Fee for Non-Member**                                 **\$100**
  - d. **Usage Fee with set-up for Non-Member**                             **\$125**

### All Functions:

1. No footballs, baseballs, softballs, soccer balls, roller skates, bikes, or skateboards are allowed in the facility. Balls of any kind should not be thrown against walls, doors, or sound boards. No recreation equipment allowed in either Atrium.
2. Please do not hang from the basketball goal or net. No basketball dunking allowed.
3. Items may only be attached to the walls with masking tape in the FLC. Please remove tape after use and do not use duct tape. Nothing may be hung on the walls in either Atrium.
4. **No red, purple, or green colored drinks may be served.** Please clean up all spills immediately.
5. The kitchen must be cleaned after use with no food left in the kitchen cabinets, in refrigerators/freezers, or on the counter.
6. The FLC and Atria are not open on Sunday for activities or use for non-church sponsored functions.
7. The FLC and Atria are closed on all holidays observed by the church unless special approval is given at the time of reservation confirmation in the church office.
8. The FLC and Atria must be left in order, as when arrived. All trash should be placed in outside receptacle (do not drag trash bags across floor). All equipment (tables, chairs, etc.) must be returned to its original area as when arrived.
9. Seasonal and church-related decorations take precedence over all other facility events including weddings.

I, \_\_\_\_\_, have read and agreed to the terms of this policy. Dated \_\_\_\_\_