



**NEW SONG** Nashville

**Wedding Packet**

*Includes: Policies & Procedures and Pricing Schedule*

**WEDDING DATE:** \_\_\_\_\_

**START TIME:** \_\_\_\_\_

**WEDDING LOCATION**

Venue Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Contact: \_\_\_\_\_

**NUMBER OF GUESTS EXPECTED:** \_\_\_\_\_

**WEDDING COLORS:** \_\_\_\_\_

**REHEARSAL DATE:** \_\_\_\_\_

**START TIME:** \_\_\_\_\_

**REHEARSAL DINNER DATE:** \_\_\_\_\_

**TIME:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**OFFICIATING MINISTER**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Cell: \_\_\_\_\_

## **BRIDE'S INFORMATION**

Name: \_\_\_\_\_ Age: \_\_\_\_\_

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

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

E-mail Address: \_\_\_\_\_

## **FAMILY**

### **FATHER**

Name: \_\_\_\_\_

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

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

Cell Phone: \_\_\_\_\_

Will your father be walking you down the aisle?  Yes  No

If not, who will walk you down the aisle? \_\_\_\_\_

### **MOTHER**

Name: \_\_\_\_\_

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

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

Cell Phone: \_\_\_\_\_

**PATERNAL GRANDPARENTS** (Please list only those who are part of the Ceremony)

Name(s): \_\_\_\_\_

**MATERNAL GRANDPARENTS** (Please list only those who are part of the Ceremony)

Name(s): \_\_\_\_\_

**OTHER SPECIAL GUESTS** (Please list only those who are part of the Ceremony)

Name(s): \_\_\_\_\_

# **BRIDE'S ATTENDANTS**

## **MATRON/MAID OF HONOR**

Name: \_\_\_\_\_

## **BRIDESMAIDS (Please list in order of how they should stand on the platform)**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

## **JUNIOR BRIDESMAID (If applicable)**

Name: \_\_\_\_\_

Age: \_\_\_\_\_

Name: \_\_\_\_\_

Age: \_\_\_\_\_

## **FLOWER GIRL(s)**

Name: \_\_\_\_\_

Age: \_\_\_\_\_

Name: \_\_\_\_\_

Age: \_\_\_\_\_

## GROOM'S INFORMATION

Name: \_\_\_\_\_ Age: \_\_\_\_\_

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

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

E-mail Address: \_\_\_\_\_

## FAMILY

### **FATHER**

Name: \_\_\_\_\_

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

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

Cell Phone: \_\_\_\_\_

### **MOTHER**

Name: \_\_\_\_\_

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

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

Cell Phone: \_\_\_\_\_

### **PATERNAL GRANDPARENTS** (Please list only those who are part of the Ceremony)

Name(s): \_\_\_\_\_

### **MATERNAL GRANDPARENTS** (Please list only those who are part of the Ceremony)

Name(s): \_\_\_\_\_

### **OTHER SPECIAL GUESTS** (Please list only those who are part of the Ceremony)

Name(s): \_\_\_\_\_

# GROOM'S ATTENDANTS

## **BEST MAN**

Name: \_\_\_\_\_

## **GROOMSMEN (Please list in order of how they should stand on the platform)**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

## **JUNIOR GROOMSMAN (If applicable)**

Name: \_\_\_\_\_

Age: \_\_\_\_\_

Name: \_\_\_\_\_

Age: \_\_\_\_\_

## **RING BEARER**

Name: \_\_\_\_\_

Age: \_\_\_\_\_

## **USHERS (Please note who the head Usher should be)**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

# WEDDING DETAILS AND CONTACT INFORMATION

## PRE-MARITAL MENTORS

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Cell: \_\_\_\_\_

## COURTSHIP MENTORS

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Cell: \_\_\_\_\_

## WORSHIP TEAM

Name: \_\_\_\_\_ **Worship Leader**

Name: \_\_\_\_\_ Instrument: Acoustic Guitar

Name: \_\_\_\_\_ Instrument: Electric Guitar

Name: \_\_\_\_\_ Instrument: Bass Guitar

Name: \_\_\_\_\_ Instrument: Keyboard

Name: \_\_\_\_\_ Instrument: Drums

Name: \_\_\_\_\_ Instrument: Other \_\_\_\_\_

Name: \_\_\_\_\_ Instrument: Other \_\_\_\_\_

## FACILITY COORDINATOR (For Venues other than New Song Nashville)

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Cell: \_\_\_\_\_

**AUDIO ENGINEER**  
**(For Venues other than New Song Nashville)**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Cell: \_\_\_\_\_

**LIGHTING/PROJECTION ENGINEER**  
**(For Venues other than New Song Nashville)**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Cell: \_\_\_\_\_

**PROGRAM DESIGN**

***\*\*Wedding Coordinator must review & approve program draft prior to printing.\*\****

Point Person: \_\_\_\_\_ Phone: \_\_\_\_\_

**PHOTOGRAPER**

Name/Company: \_\_\_\_\_ Phone: \_\_\_\_\_

**VIDEOGRAPER**

Name/Company: \_\_\_\_\_ Phone: \_\_\_\_\_

**FLORIST**

Name/Company: \_\_\_\_\_ Phone: \_\_\_\_\_

**BAKER (WEDDING CAKE)**

Name/Company: \_\_\_\_\_ Phone: \_\_\_\_\_

**SPECIAL TRANSPORTATION (LEAVING YOUR WEDDING)**

Name/Company: \_\_\_\_\_ Phone: \_\_\_\_\_

**LEAD DECORATOR**

Name/Company: \_\_\_\_\_ Phone: \_\_\_\_\_

**DÉCOR TEAM**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**TURNAROUND TEAM (minimum of 8 people)**  
**(Required when using the CEL Room for BOTH the Ceremony and the Reception):**

**Designated Point Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_



**CLEAN-UP CREW:**

**Designated Point Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**PERSON(S) RESPONSIBLE FOR GIFTS AFTER WEDDING**

Name(s): \_\_\_\_\_ Phone: \_\_\_\_\_

**PERSON(S) RESPONSIBLE FOR BRIDE & GROOM'S BELONGINGS AFTER WEDDING**

Name(s): \_\_\_\_\_ Phone: \_\_\_\_\_

**PERSON(S) RESPONSIBLE FOR LEFTOVER FOOD/BEVERAGES AFTER WEDDING**

Name(s): \_\_\_\_\_ Phone: \_\_\_\_\_

**RENTAL ITEM RETURN**

**Designated Point Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

***\*\*This person will be responsible for making sure the items make it to the wedding venue and are collected immediately following the wedding.\*\****

Rental Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Drop off Date and Time: \_\_\_\_\_ Pickup Date & Time: \_\_\_\_\_

Items: \_\_\_\_\_

Rental Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Drop off Date and Time: \_\_\_\_\_ Pickup Date & Time: \_\_\_\_\_

Items: \_\_\_\_\_



# GENERAL POLICIES & PROCEDURES

## **WEDDING REHEARSALS**

- Wedding rehearsals generally take place the day before the wedding and need to end by 6:30p.m.
- Wedding rehearsal dinners are accommodated in the Community Room or Worship Center Foyer based on availability of facilities.

## **SATURDAY WEDDINGS**

- Saturday ceremonies taking place at New Song in either the Celebration Room or the Community Room must begin no later than 2:00p.m.
- Saturday receptions taking place at New Song in the Celebration Room can begin any time, but must end no later than 6:00p.m.
- Saturday receptions taking place at New Song in the Community Room can begin any time, but must end no later than 4:00p.m.
- Saturday ceremonies and receptions taking place at a venue other than New Song must start no later than 6:00p.m.

## **SUNDAY WEDDINGS**

- Sunday afternoon ceremonies and receptions are accommodated based on availability of facilities.
- Due to facility restrictions, Sunday weddings will require modifications to set up, décor, catering, and tech/band equipment availability.
- Sunday ceremonies and receptions taking place at a venue other than New Song must start no later than 6:00p.m.

## **ADDITIONAL SCHEDULING NOTES**

- We are unable to accommodate evening weddings on the New Song campus.
- We are unable to provide childcare for wedding events.

## **SCHEDULING**

1. Contact Mitch Rowe, our New Song Nashville Wedding Coordinator, at [mrowe@newsongnashville.com](mailto:mrowe@newsongnashville.com).  
Mitch will:
  - Work with the couple to confirm the date and time of the wedding.  
***Please note that dates are not secure until you receive confirmation from the Wedding Coordinator. Please allow 14 days for confirmation.***
  - Contact the requested Officiating Pastor to confirm availability for the wedding date requested.
  - Contact and secure a Facility Coordinator, Audio Engineer and Lighting/Projection Technician for weddings occurring at New Song.
  - Secure the New Song facility for the rehearsal, ceremony and reception for weddings occurring at New Song.
  - Connect the couple with pre-marital mentors (if not already assigned).
  - Contact the couple to set up the first meeting.

2. If your wedding will be at a venue other than New Song, please obtain a copy of the Ceremony & Reception Venue(s) Agreement(s) and Policies for the New Song Wedding Coordinator to review at your first meeting.

### **NEW SONG NASHVILLE WEDDING COORDINATOR**

- Use of New Song's Wedding Coordinator IS REQUIRED for all weddings taking place on a New Song Campus OR when a New Song Pastor is officiating the Ceremony.
- If the Wedding is offsite and the venue requires their Coordinator to be used, the New Song Nashville Wedding Coordinator will work in conjunction with that person.

### **FACILITY COORDINATOR (FOR WEDDINGS TAKING PLACE AT NEW SONG)**

The New Song Facility Coordinator will assist you with the following:

- Set up of 4-foot table, black tablecloth, unity candle components and communion elements for communion.
- Set up for Rehearsal & Ceremony.
- Oversee transition from ceremony to reception (Wedding party is responsible for providing a transition team).
- Oversee clean up of the facility (Wedding Party is responsible for providing clean up teams).
- Work with Facility Director to ensure the Worship Center & Learning Center are ready for Sunday morning.
- Please Note:** All teams (décor, cleaning, transition, etc.) must check out with the Facility Coordinator before leaving.

### **AUDIO ENGINEER (FOR WEDDINGS TAKING PLACE AT NEW SONG)**

The New Song Audio Engineer will assist you with the following:

- Arrive 30 minutes prior to Rehearsal for set up, take notes during Rehearsal, test CDs/digital devices/playlists, microphones, etc. as needed.
- Performs all audio needs for the Wedding.
- Additional fees include: Projection Tech to run DVD/video media and PowerPoint, engineering an extra full band or jazz band for receptions, setting up audio feed for videographer and channels for DJ.

### **LIGHTING/PROJECTION ENGINEER (FOR WEDDINGS TAKING PLACE AT NEW SONG)**

The New Song Lighting/Projection Engineer will assist you with the following:

- Arrive 30 minutes prior to Rehearsal for set up, take notes during Rehearsal, test lighting and projection systems etc. as needed.
- Arranges special lighting for Ceremony.
- Performs all lighting and projection needs on Wedding Day.
- Please Note:** New Song is currently unable to create special lighting elements during the Ceremony/Reception.

### **ALCOHOL**

- Alcohol is not permitted on the New Song Campus

## MUSIC

- Prior to the Rehearsal, all wedding music must be approved by the Wedding Coordinator. This includes all music that will play during the transition of the facility as well as any playlists or live music used for the Ceremony or Reception.

## DÉCOR

- New Song DOES provide the following Communion/Unity Candle Elements:
  - Grape juice & crackers
  - Unity candle holder & candles
  - Goblet, communion plate, & lighters
  - 4-foot table for platform
  - Black table cloth
- New Song DOES NOT provide any wedding items or decorations (i.e. candelabras, aisle runner, reception items, decorations, candles, etc.).

## ADDITIONAL DÉCOR POLICIES FOR WEDDINGS TAKING PLACE AT NEW SONG

- Use of New Song's tablecloths are permitted for a \$75 cleaning fee.
- **Flameless candles are required - No real candles** are to be used with the exception of unity candles. We have electronic candles available for use for those who are using an approved New Song Decorator.
- Décor may not be hung from any part of the ceiling or lighting fixtures or attached to walls in any way.
- All ceremony décor must be taken down no later than 2 hours after reception. Reception décor must be taken down no later than 1 hour after reception.
- We are unable to accommodate storage of décor or rental items following the reception. All décor, personally owned or rented, used in the wedding must be picked up immediately following reception.
- Paint, spray adhesives and duct tape may NOT used at any time.
- The Wedding Decorator will have access to the facility between 4:00-6:00pm on Friday and 8:00am-1:00pm on Saturday for assembly and staging of décor only. No construction of décor, painting, etc. is allowed inside the building or in the front parking area.
- Set-up and tear down of any special furniture or wedding fixtures is the responsibility of the Decorator.
- The Wedding Coordinator must approve all decor items and items to be used as the couple departs (bubbles, sparklers, etc.)

## FACILITY (FOR WEDDINGS TAKING PLACE AT NEW SONG)

- The wedding party is responsible for providing their own clean up and turn-around teams.
- All rooms used by the Wedding Party are to be left in the condition in which they were found.
- Use of New Song's Kitchen is allowed on a case-by-case basis.

# **WHAT TO EXPECT FROM OUR TEAM**

## **WHAT THE WEDDING COORDINATOR WILL ASSIST YOU WITH:**

- Confirming and scheduling wedding date on New Song's calendar
- Confirming availability of New Song Officiating Pastor
- Securing Audio Engineer & Lighting Technician for Weddings occurring at New Song
- Scheduling all pre-Wedding planning meetings
- Developing the Order of Service and timeline of your wedding day
- Overseeing the Wedding Rehearsal, Ceremony & Reception
- Managing and executing the flow and facilitation of your Wedding Day
- Assisting the Officiating Pastor with wedding details
- Receiving and disbursement of monies for all paid personnel
- Serving as Point-of-Contact for all wedding vendors
- Distribution of boutonnière & corsages to Wedding Party

## **WHAT THE WEDDING COORDINATOR IS NOT RESPONSIBLE FOR:**

- Set-up of any special fixtures or Décor
- Scheduling of band members or practices
- Arranging for a Decorator, Caterer, Photographer, etc. or gathering members for Transition or Cleaning Teams.
- Cleaning up the facility after ceremony/reception
- Overseeing/Coordinating the reception (unless specifically requested)
- Assisting the Photographer, Caterer and/or Decorator
- Returning or storing of any rental items

## **WHAT YOU CAN EXPECT DURING YOUR MEETINGS WITH THE WEDDING COORDINATOR:**

1. During your **1st meeting** (approximately 90 days before Wedding), the Wedding Coordinator will:
  - Review the information in your Wedding Packet
  - Review New Song's Wedding Policies, Procedures, Scheduling and Pricing Schedule
  - Review Ceremony & Reception Venue(s) Agreement(s) and Policies for off-site weddings
  - Discuss the vision, theme and needs for your wedding
  - Begin putting together an Order of Service for the ceremony
  - Begin discussing the Wedding Timeline
  - Discuss required team(s) needed to execute your Wedding Day
  - Discuss any questions you may have
  - Schedule a 2nd meeting

2. During your **2<sup>nd</sup> Meeting** (approximately 60 days before Wedding), the Wedding Coordinator will:
  - Review and confirm the information in your Wedding Packet
  - Review the Ceremony Order of Service
  - Begin putting together an Order of Service for the Reception
  - Begin laying out your Wedding Timeline
  - Confirm schematics for Rehearsal, Rehearsal Dinner, Ceremony and Reception
  - Review and confirm set-up and tear-down teams and time requirements
  - Discuss application process for Marriage License.
  - Discuss any questions you may have
  - Schedule a 3<sup>rd</sup> meeting and 4<sup>th</sup> meeting (with Officiating Pastor)
  
3. During your **3<sup>rd</sup> meeting** (approximately 30 days before Wedding), the Wedding Coordinator will:
  - Finalize the Ceremony Order of Service
  - Review and finalize the Reception Order of Service
  - Review the first draft of the ceremony program (Please bring a printed copy to meeting for the Wedding Coordinator to review and approve)
  - Approve any Music Playlist(s) for Ceremony and Reception
  - Discuss the writing of wedding vows
  - Continue laying out your Wedding Timeline
  - Review the seating chart
  - Receive New Song Wedding fee for disbursement
  - Discuss any questions you may have
  - Confirm the 4<sup>th</sup> meeting (with Officiating Pastor)
  
4. During your **4<sup>th</sup> meeting** - the Ceremony Meeting - (approximately 3 weeks before Wedding), the Officiating Pastor & Wedding Coordinator will:
  - Review and finalize the Ceremony Order of Service
  - Review & finalize the Reception Order of Service and Timeline
  - Discuss any questions you may have
  
5. During your **5<sup>th</sup> meeting** – Phone Conversation - (approximately 1 week before Wedding), the Wedding Coordinator will:
  - Give you final reminders
  - Review and approve any last-minute details
  - Approve final draft of ceremony program
  - Remind you to e-mail your final vows
  
6. In your **Confirmation Email**, the Wedding Coordinator will:
  - Confirm any final details
  - Confirm receipt of your vows
  - Remind you of what items to bring to your Wedding Reception

7. At the **Wedding Rehearsal**, the Wedding Coordinator will:
- Greet your family and Wedding Party
  - Facilitate the Wedding Rehearsal in conjunction with the Officiating Pastor
  - Assist in the timely flow of your Rehearsal Dinner
  - Receive the following items from you:
    - Marriage license
    - Rings
    - Checks/Cards that need to be distributed to other paid personnel or volunteers.
  - Give final reminders and answer questions you may have



# PRICING SCHEDULE & CONTRACT

**Wedding fees are due 30 days prior to your Wedding Date.**

**Weddings occurring on the New Song Nashville Campus** **\$3050.00**

*This fee covers your:*

*Wedding Coordinator  
Officiating Pastor  
Facility Coordinator  
Lighting Designer  
Audio Engineer  
Facility Security  
Set-up and cleaning for Rehearsal Dinner  
Set-up and cleaning for the Ceremony  
Set-up and cleaning for the Reception*

**Weddings occurring at an off-site location** **\$1300.00**

*This fee covers your:*

*Wedding Coordinator  
Officiating Pastor*

I have read the wedding policy of New Song Nashville that has been provided to me and I understand and accept all expectations and regulations listed in it. All wedding participants will be informed of the policies pertaining to them, including the photographer, florist and decorator. Any infractions by any member of the wedding party will result in additional charges to me as outlined in the policy or as determined by the church administration.

New Song Nashville is hereby released and discharged from any liability for injuries to persons or losses or damages to personal property incurred by the wedding party and/or guests. The wedding party further indemnifies, saves, and holds harmless New Song Nashville, it's officers, directors, agents, employees, and representatives from any liability to third persons, that may be incurred as a result of the use of New Song Nashville.

I understand the costs and fees outlined in this document, and agree to make payment in full to New Song Nashville on or before 30 days prior to the Wedding Date.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_