



## Preliminary Wedding Packet

*Please complete as much information as you know at this time.*

**WEDDING DATE:** \_\_\_\_\_ **START TIME:** \_\_\_\_\_

### WEDDING LOCATION

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

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

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

**REHEARSAL DATE:** \_\_\_\_\_ **START TIME:** \_\_\_\_\_

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

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

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

### OFFICIATING MINISTER

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

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

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

# **BRIDE'S INFORMATION**

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

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

## **FAMILY**

### **FATHER**

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

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

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

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

### **MOTHER**

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

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

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

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

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

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

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

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

## **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: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

## FAMILY

### **FATHER**

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

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

### **MOTHER**

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

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

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

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

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

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

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

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

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

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

# GROOM'S ATTENDANTS

## **BEST MAN**

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

## **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**

Head Usher Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

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

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

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

# WEDDING PERSONNEL 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**

*We highly recommend that any outside program is proofread by the Wedding Coordinator prior to printing.*

Graphics Designer: \_\_\_\_\_ Phone: \_\_\_\_\_

**PHOTOGRAPER**

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

**VIDEOGRAPER**

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

**FLORIST**

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

**CATERER OR FOOD SERVICE LEAD**

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

**BAKER (WEDDING CAKE)**

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

**SPECIAL TRANSPORTATION (LEAVING YOUR WEDDING)**

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

**LEAD DECORATOR**

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

**TURNAROUND TEAM (minimum of 8 people)**

**(Required when using the CEL Room for BOTH the Ceremony and the Reception):**

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

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

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

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

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

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

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

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

**CLEAN-UP CREW:**

Name: \_\_\_\_\_ 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 & REHEARSAL DINNERS**

- Wedding rehearsals generally take place the day before the wedding and need to begin by 5:30 p.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 Nashville in either the Celebration Room or the Community Room must begin no later than 2:00 p.m.
- Saturday receptions taking place at New Song Nashville in the Celebration Room can begin any time, but must end no later than 6:00 p.m.
- Saturday receptions taking place at New Song Nashville in the Community Room can begin any time, but must end no later than 3:00 p.m.
- Saturday ceremonies and receptions taking place at a venue other than New Song Nashville must start no later than 6:00 p.m.

## **SUNDAY WEDDINGS**

- Sunday afternoon ceremonies and receptions are accommodated based on the 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 Nashville must start no later than 6:00p.m.

## **ADDITIONAL SCHEDULING NOTES**

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

## **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 Nashville's Kitchen is allowed on a case-by-case basis.

## **ALCOHOL**

- Alcohol is not permitted on the New Song Nashville Campus

## NEW SONG NASHVILLE WEDDING COORDINATOR

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

## 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 on the New Song Nashville master calendar.
  - 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 Nashville.
  - Secure the New Song Nashville facility for the rehearsal, ceremony, and reception for weddings occurring at New Song Nashville.
  - 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 Nashville, please obtain a copy of the ceremony & reception Venue(s) Agreement(s) and Policies for the New Song Nashville Wedding Coordinator to review at your first meeting.

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

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

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

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

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 will be incurred if the audio engineer is asked to set up for an extra full band/jazz band or is asked to set up an audio feed for a band playing in the foyer.

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

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

- Arrive 30 minutes prior to rehearsal for set up, take notes during the rehearsal, test lighting and projection systems, etc. as needed.
- Arranges special lighting for the wedding.
- Performs all lighting and projection needs on the wedding day.

## **MUSIC**

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

## **DÉCOR POLICIES FOR WEDDINGS TAKING PLACE AT NEW SONG NASHVILLE**

- New Song Nashville will provide the following communion/unity candle elements:
  - Communion elements
  - Unity candle holder & candles
  - Goblet, communion plate, & lighters
  - 4-foot table for platform
  - Black tablecloth
- New Song Nashville does not provide any wedding items or decorations (i.e., candelabras, aisle runner, reception items, decorations, candles, etc.) unless a [Hospitality/Decor Request Form](#) has been completed and approved, and requested items are available. Items may NOT be taken offsite.
- Use of New Song's tablecloths is 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 upon approval.

- Décor may not be hung from any part of the ceiling or lighting fixtures or attached to walls in any way.
- 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 the reception.
- Paint, spray adhesives, and duct tape may NOT be used at any time.
- The wedding team will have access to the facility between 11:00 a.m. and 5:00 p.m. on Friday and between 8:00 a.m. and 12:00 p.m. on Saturday for assembly and staging of décor only.
- No construction, décor, painting, or similar work is allowed inside the building or in the front parking area.
- The Wedding Coordinator must approve all decor items and items to be used as the couple departs (bubbles, sparklers, etc.)

# **WHAT TO EXPECT FROM OUR TEAM**

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

- Confirming and scheduling wedding date on the New Song Nashville Master Calendar
- Confirming availability of New Song Nashville Officiating Pastor
- Securing Facility Coordinator, Audio Engineer & Lighting Technician for weddings occurring at New Song Nashville
- Scheduling all pre-wedding planning meetings
- Developing the Orders 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 disbursing of monies for all paid personnel
- Serving as the 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 room turnaround or clean-up.
- Cleaning up the facility after the ceremony/reception
- 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 4 months prior to the wedding date), the Wedding Coordinator will:
  - Review the information in your Wedding Packet
  - Review New Song Nashville's wedding policies, procedures, scheduling, and pricing.
  - Receive New Song Nashville wedding fee for disbursement
  - 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 3 months prior to the wedding date), 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 and rehearsal Dinner
  - Begin laying out the wedding timeline
  - Confirm schematics for rehearsal, rehearsal Dinner, ceremony, and reception
  - Review and confirm set-up and tear-down teams and time requirements
  - 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 2 months prior to the wedding date), the Wedding Coordinator will:
  - Finalize the ceremony Order of Service
  - Review the reception and rehearsal dinner Orders of Service
  - Review the first draft of the Ceremony program
  - Approve any Music Playlist(s) for ceremony and reception
  - Continue laying out your Wedding Timeline
  - Confirm team members and team leads for all wedding teams, including setup, tear down, turnaround, décor, food/coffee service, cake/dessert service, etc.
  - Review the seating chart
  - Discuss the application process for a marriage license
  - 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 3-4 weeks prior to wedding date), the Officiating Pastor & Wedding Coordinator will:
  - Review and finalize the ceremony Order of Service
  - Discuss the writing of wedding vows

During (or immediately following) your 4<sup>th</sup> meeting, the Wedding Coordinator will also:

- Review & finalize the reception & rehearsal dinner Orders of Service
- Review final draft of the ceremony program
- Confirm plans for applying for your marriage license
- Finalize your wedding timeline
- Finalize the seating chart
- Discuss any questions you may have

5. During your **5<sup>th</sup> meeting** – Phone Conversation - (approximately 1 week before the wedding), the Wedding Coordinator will:
  - Give you final reminders
  - Review and approve any last-minute details
  - 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:
  - Welcome your family and the Wedding Party
  - Give instructions for seating during the wedding
  - 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



Please review and sign our Pricing Schedule & Contract on the next page.

# 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** **\$1500.00**

*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, its 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: \_\_\_\_\_