



New Song Nashville Wedding Packet
Includes: Policies, Procedures and Pricing Schedule

WEDDING DATE: _____ **TIME:** _____

WEDDING LOCATION

Venue Name: _____

Address: _____

Phone Number: _____ Contact: _____

NUMBER OF GUESTS EXPECTED: _____ **WEDDING COLORS:** _____

REHEARSAL DATE: _____ **TIME:** _____

REHEARSAL DINNER DATE: _____ **TIME:** _____

LOCATION: _____

OFFICIATING MINISTER

Name: _____

Email: _____

Cell: _____

BRIDE & GROOM ADDRESS AFTER WEDDING

Address: _____

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 attending the Wedding)

Name(s): _____

MATERNAL GRANDPARENTS (Please list only those attending the Wedding)

Name(s): _____

OTHER (Please list only those attending the Wedding)

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(S) (If applicable)

Name: _____ Age: _____

Name: _____ Age: _____

FLOWER GIRL(S)

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 attending the Wedding)

Name(s): _____

MATERNAL GRANDPARENTS (Please list only those attending the Wedding)

Name(s): _____

OTHER (Please list only those attending the Wedding)

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 (If applicable)

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

WEDDING DETAILS AND CONTACT INFORMATION

PRE-MARITAL MENTORS

Names: _____

Email: _____

Cell: _____

COURTSHIP MENTORS

Names: _____

Email: _____

Cell: _____

CEREMONY WORSHIP LEADER

Name: _____

Email: _____

Cell: _____

WORSHIP TEAM

Name: _____ Instrument: Acoustic Guitar

Name: _____ Instrument: Electric Guitar

Name: _____ Instrument: Bass Guitar

Name: _____ Instrument: Keyboard

Name: _____ Instrument: Drums

Name: _____ Instrument: Other _____

Name: _____ Instrument: Other _____

If using New Song as your venue, the persons on this page must be approved by the New Song Wedding Coordinator.

FACILITY COORDINATOR

Name: _____

Email: _____

Cell: _____

AUDIO ENGINEER

Name: _____

Email: _____

Cell: _____

PROJECTION ENGINEER

Name: _____

Email: _____

Cell: _____

LIGHTING ENGINEER

Name: _____

Email: _____

Cell: _____

RECEPTION COORDINATOR

Name: _____

Email: _____

Cell: _____

PROGRAMS - *Wedding Coordinator must review and approve program draft prior to printing.*

Point Person: _____ Phone: _____

TURN-AROUND and CLEAN-UP CREW:

When using the Celebration Room as the Reception site, a team of at least 6 people are required to turn the room around for the Reception and turn it back around and assist in general cleaning in preparation for Sunday morning services.

Designated Point Person: _____ **Phone:** _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

PHOTOGRAPHER

Name/Company: _____ Phone: _____

VIDEOGRAPHER

Name/Company: _____ Phone: _____

DECORATOR

(If using New Song as your venue, the Decorator must be a member or regular attender of New Song.)

Name: _____ Phone: _____

CATERER

Name/Company: _____ Phone: _____

FLORIST

Name/Company: _____ Phone: _____

BAKER (WEDDING CAKE)

Name/Company: _____ Phone: _____

TRANSPORTATION (LEAVING YOUR WEDDING)

Name/Company: _____ Phone: _____

ITEMS TO BE USED UPON COUPLE'S DEPARTURE (bubbles, sparklers, ribbons, etc.)
(Must be approved by Wedding Coordinator)

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 & Time: _____ Pickup Date & Time: _____

Items: _____

Rental Company Name: _____ Phone: _____

Drop off Date & Time: _____ Pickup Date & Time: _____

Items: _____

Rental Company Name: _____ Phone: _____

Drop off Date & 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 6:30 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 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 in the Celebration Room must end no later than 6:00 p.m.
- Saturday receptions taking place at New Song in the Community Room must end no later than 3:00 p.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.

ADDITIONAL SCHEDULING NOTES

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

NEW SONG NASHVILLE WEDDING COORDINATOR

- Use of New Song Nashville's Wedding Coordinator IS REQUIRED for all Weddings taking place on our 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.

SCHEDULING

1. Contact Mitch Rowe, our New Song Nashville Wedding Coordinator, at 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, Projection Technician and Lighting 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 you to set up your first meeting.
2. If your Wedding will be at a venue other than New Song, please obtain a copy of the Ceremony and Reception Venue(s) Agreement(s) and Policies for the New Song Wedding Coordinator to review at your first meeting.

WEDDING 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. *(Please note that music that includes explicit lyrics, or inappropriate language or imagery will not be approved.)*

WEDDING DÉCOR

- New Song DOES provide the following Communion/Unity Candle Elements:
 - Grape juice and matzos crackers
 - Unity candle holder and candles
 - Goblet, communion plate and 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 battery operated 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 two (2) hours after Reception. Reception décor must be taken down no later than one (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 4:00-6:00 p.m. on Friday and 8:00 a.m. – 1:00 p.m. 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 (i.e., bubbles, sparklers, etc.)

ALCOHOL

- ❑ Alcohol is not permitted on the New Song campus

FACILITY (FOR WEDDINGS TAKING PLACE AT NEW SONG)

- ❑ The Wedding Party is responsible for providing their own cleanup 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, upon approval from the Wedding Coordinator.

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 and 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 cleanup teams).
- ❑ Work with family members to see that Wedding gifts are taken care of.
- ❑ Work with Facility Director to ensure the Worship Center and 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.
- ❑ Perform 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 ENGINEERS (FOR WEDDINGS TAKING PLACE AT NEW SONG)

The New Song Lighting and Projection Engineers 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.
- Arrange special lighting for Ceremony.
- Perform all lighting and projection needs on Wedding Day.
- **Please Note:** New Song is currently unable to create unique lighting elements during the Ceremony/Reception. The lighting effects will be pre-set by the Lighting Technician based on the color scheme of the Wedding.

WHAT TO EXPECT

WHAT THE WEDDING COORDINATOR WILL ASSIST YOU WITH:

- Confirm and schedule Wedding date on New Song's calendar
- Confirm availability of New Song Officiating Pastor
- Secure Facility Coordinator, Audio Engineer, Projection Technician and Lighting Technician (for Weddings occurring at New Song)
- Schedule all pre-Wedding planning meetings
- Develop the Order of Service and timeline of your Wedding day
- Oversee the Wedding Rehearsal
- Oversee the Wedding Ceremony
- Oversee the Wedding Reception (by request only)
- Assist in the timely flow and facilitation of your Wedding Day
- Assist the Officiating Pastor with Wedding details
- Receive and disburse monies for all paid personnel

WHAT THE WEDDING COORDINATOR IS NOT RESPONSIBLE FOR (unless special arrangements have been made prior to the Wedding Day):

- Set-up of any special fixtures or Décor
- Scheduling of worship team, band members or practices
- Arranging for a Decorator, Caterer, Photographer, etc. or gathering members for transition or cleaning teams.
- Cleaning of the facility after Ceremony/Reception
- Overseeing/Coordinating the Reception (unless specifically requested)
- Assisting the Photographer, Caterer and/or Decorator
- Handling of the Flowers, Corsages or Boutonnieres
- Returning or storing of any rental items

WHAT YOU CAN EXPECT DURING YOUR MEETINGS

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 and Reception Venue(s) Agreement(s) and Policies for off-site Weddings
 - Begin putting together an Order of Service for the Ceremony
 - Discuss the Wedding Timeline
 - Discuss any questions you may have
 - Schedule a 2nd meeting

2. During your **2nd 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 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.
 - Begin putting together an Order of Service for the Reception (if specifically requested)
 - Discuss any questions you may have
 - Schedule a 3rd meeting and 4th meeting (with Officiating Pastor)
3. During your **3rd meeting** (approximately 30 days before Wedding), the Wedding Coordinator will:
- Finalize the Ceremony Order of Service
 - Review and confirm 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
 - Review the seating chart
 - Receive New Song Wedding fee for disbursement
 - Discuss any questions you may have
 - Confirm the 4th meeting (with Officiating Pastor)
4. During your **4th meeting** – the Ceremony Meeting – (approximately two weeks before Wedding), the Officiating Pastor and Wedding Coordinator will:
- Review and finalize the Ceremony Order of Service (with the Officiating Pastor)
 - Review and finalize the Reception Order of Service and Timeline (with the Wedding Coordinator only)
 - Discuss any questions you may have
5. During your **5th meeting** – Phone Conversation – (approximately one week before Wedding), the Wedding Coordinator will:
- Give you final reminders
 - Review and approve any last-minute details
 - Approve final draft of Ceremony program
6. In your **Confirmation Email**, the Wedding Coordinator will:
- Confirm any final details
 - 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
 - Receive the following items from you:
 - Vows (typed or e-mailed ahead of time)

- Marriage license
- Checks/Cards that need to be disbursed to other paid personnel or volunteers.
- Give final reminders and answer questions you may have

PRICING SCHEDULE

Wedding fees are due at your 3rd meeting (30-days out from Wedding)

	CELEBRATION ROOM	COMMUNITY ROOM
Fee for Weddings occurring at New Song (cost includes the following)	\$1475	\$1375
Wedding Coordinator (Rehearsal & Ceremony)		
Facility Coordinator		
Lighting Technician		
Projection Technician		
Audio Engineer		
Cleaning/set up for Rehearsal Dinner		
Cleaning/set up for Ceremony		
Cleaning/set up for Reception		
Tablecloth Cleaning Fee		
Officiating Pastor		
Fee for Weddings NOT occurring at New Song (cost includes the following)		Off-Site
Wedding Coordinator (Rehearsal & Ceremony)		\$400
Officiating Pastor		\$200
Additional Fees	On-Site	Off-Site
Reception Coordinator (if desired)	\$150	\$200
Tablecloth Cleaning Fee	\$75	N/A

COVENANTAL AGREEMENT

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, also known as New Song Christian Fellowship (dba Brentwood Foursquare Church).

Signature: _____ Date: _____