

Wedding Packet

Our prayer for you and your fiancé is that your wedding will be a lasting reminder of the special union God has created in holy matrimony. It is our sincere desire to serve you in making this day a peace-filled ceremony of His love for you and your love for each other. We pray your commitment to one another before God will be especially blessed by your experience at The Sanctuary.

Included in this packet is information concerning all aspects of your ceremony. Your coordinator will be available to answer your questions during your planning sessions and by phone or email during regular business hours. Please feel free to contact her with your questions to make the experience less stressful for you.

Also included is a list of fees required to have your ceremony at The Sanctuary. These fees are not for rental of the facility but rather for services rendered. Those eligible to use the facilities and grounds of The Sanctuary include regular attendees or members of the church. Those using the church should be faithful in attendance and financial support.

Please read through your packet carefully and prepare any questions you might have before your next planning session. It is your responsibility to know what is required and what is not permissible with the use of The Sanctuary and the campus.

Church numbers and personnel to contact:

Cindy Coule – Coordinator/Director- ext. 301 or email at ccoule@gmail.com

Sylvia Berry – Church Receptionist - 304

Mike Doolittle – Minister of Music – 305
(Contact for musicians and vocalists)

Church address:

The Sanctuary of Augusta
302 Byrd Road (mailing address) & 4584 Cox Road (street address)
Evans, GA 30809
Phone: 706-364-8284
Fax: 706-364-8245

**Approval of the wedding date, an officiating pastor, counseling sessions, sound and lighting technicians and custodial care are the responsibility of the coordinator.

Counseling:

Premarital counseling sessions or classes will be scheduled after reservations of the church facilities are finalized. These sessions are required prior to the ceremony if a staff pastor is officiates the ceremony.

Scheduling Your Event:

- All weddings must be approved by the coordinator and scheduling director before scheduling the event.
- All rehearsals must be scheduled at 6:00PM and should start promptly at the hour.
- Weddings may be held anytime except Sundays, Wednesdays, holidays and during the month of December.
- Weddings must begin no later than 4:00PM on Saturdays, if the reception is in the fellowship hall.
- Weddings may begin no later than 6:00PM if the reception is held off-site.
- Receptions must begin no later than 6:00PM on Saturdays.
- The church should be clear of all wedding/reception items no later than 8:00PM on Saturdays or 10:00PM.
- Weddings on Fridays cannot begin before 6:00PM and building must be vacated by 10:00PM.

Decorations/Florist Information:

- Times for decorating the sanctuary and fellowship hall must be approved and scheduled with the coordinator.
- One week prior to the event, the bride should contact the coordinator to schedule a time to decorate the sanctuary and/or fellowship hall.
- Instruments and microphones are not to be moved by the wedding party. Only microphone stands and music stands can be moved by the sound technicians. All other furniture and fixtures will not be moved, including chairs in the choir loft.
- Florist is responsible for cleaning and vacuuming prior to the wedding after flowers and greenery are placed in the church's sanctuary or fellowship hall
- Only dripless candles or candles with protective globes may be used. All carpeted areas must be protected with heavy plastic.
- No staples, tape, tacks, nails or pins may be used on any of the walls or furnishing in the building.
- All decorations, flowers and equipment must be removed immediately following the ceremony by the wedding party or someone assigned.
- Helium balloons, rice, birdseed, confetti, liquid string may not be used in the building. Fresh rose petals can be used with an isle runner. Only birdseed and balloons may be used outside the building.
- Plants or candles may *not* be placed on the piano.
- Plants and other decorative furnishings belonging to the church may not be moved without prior permission from the coordinator.

Church Rules:

- No smoking is allowed in any area of the building or the church grounds.
- No alcoholic beverages of any kind are allowed on the church premises.
- No dancing is allowed.
- No food or beverages are allowed in the sanctuary at any time.

- All conduct will be in keeping with Christian behavior standards.

Selection of Music/Ceremony:

- All music and ceremonies are subject to approval by the coordinator and the pastoral staff. Remembering the sanctuary is a place of worship, it is our desire for music and ceremonies to reflect a sense of respect for the Lord and His house.
- Sound technicians must be notified of the number of songs, number of microphones needed and whether music is live or recorded at least one week prior to the ceremony.
- A copy of the order of service with songs, singers, musicians and/or CD's should be completed with the coordinator at least 5 days prior to the rehearsal.
- All prerecorded music must be on a CD and marked clearly with the number/titles of the songs used.
- Tape players are not available.

Video:

- Any video recording for use during the service or reception must be completed and submitted at least one week prior to the wedding for preview.
- All photographs should be in good taste and should reflect Christian standards.

Wedding Party:

- The wedding party should arrive early to rehearsal and at least 45 minutes prior to the wedding. It is customary to give the wedding party an invitation to the rehearsal/dinner with the date, time and location listed.
- All members should uphold Christian conduct.
- All decisions concerning the wedding will be handled between the bride and director only.
- It is suggested that very young children not be members of the wedding party. It is often difficult for them to follow directions and cooperate with what is expected, thus causing distraction from the purpose of the day.
- Wedding attire should be modest and appropriate for a church setting.

Nursery:

- Nursery attendants are not available for weddings.

Seating Capacities:

- The sanctuary main floor will seat approximately 350 guests. The balcony will seat approximately 400 for a total capacity of 750 guests.
- The fellowship hall will hold 80 guests with eight at each of 10 round tables.

Restroom facilities and dressing areas:

- Restrooms are located in the vestibule for men and women. There are additional restrooms located near the end of the main hall just beyond the bookstore.

- Dressing areas are located in both restrooms in the vestibule. Additional classroom space is available for large wedding parties in the education building.

Kitchen:

- There is a small kitchen located inside the fellowship hall from which to serve food. It is not intended for the complete preparation of food for an event. There is a small refrigerator and a freezer.

Parking:

- There are approximately 250 visitor spaces including ample handicapped parking and immediate access into the atrium and sanctuary.

Directions to The Sanctuary:

From I-20:

From I-20 **eastbound**, take Belair Road exit (#194) and make a LEFT turn. At the 5th traffic light, intersection of Cox/Owens Road and Belair Road, make a LEFT. You will pass Evans High School on your left. At this time you will be able to see The Sanctuary just to your LEFT.

From I-20 **westbound**, take Belair Road exit (#194) and make a RIGHT turn. At the 4th traffic light, intersection of Cox/Owens Road and Belair Road, make a LEFT. You will pass Evans High School on your left. At this time you will be able to see The Sanctuary just to your LEFT.

From Washington Road:

Coming **from Lincolton**, Gibbs Road will be on your RIGHT after you pass the 76 gas station. If you come to a shopping area, you have gone too far. Take a RIGHT onto Gibbs Road and travel just over a mile. Go through the light which intersects Gibbs Road and Hereford Farm Road. It will take a small curve. You will see The Sanctuary just ahead on your right. IF you see Evans High School, you have passed the church.

Coming **from Evans**, Gibbs Road will be on your LEFT after you pass Wal-Mart. It is 0.4 miles. Take a LEFT onto Gibbs Road at the light. Go through the light when you come to the next intersection at Gibbs Road and Hereford Farm Road. The Sanctuary will be just to your right around the curve. IF you see Evans High School, you have passed the church.

There are a number of hotels and restaurants near the church. The closest hotels are located near the Belair Road exit (#194). Restaurants are located primarily on Belair Road or Washington Road. Wal-Mart is located on Washington Road between Gibbs Road and Belair Road. CVS and Walgreens are located on Belair Road.

Wedding Fees

Custodial:

- a. **Wedding only:** \$200 _____
(Fee includes preparation before and cleaning after the ceremony of the atrium, vestibule, bathrooms, bride and groom’s dressing rooms and sanctuary lower floor only. This does not include The Grove Coffee Shop and Bookstore.)
- b. **Balcony area** \$50 _____
(Recommended for weddings over 300 guests)
- c. **Additional dressing rooms (2)** \$50 _____
(Includes 2 classrooms in the Ed. building, bathrooms and lobby)
- d. **Reception** \$100 _____
(Includes fellowship hall, bathrooms, lobby, and kitchen)
- e. **Rehearsal Dinner** \$100 _____
(Includes fellowship hall, bathrooms, lobby, and kitchen)

Technical:

- e. **Sound** \$100 _____
(Fee includes set-up and take down of pulpit and sound for rehearsal and wedding. Sound technician will arrive 45 minutes prior to wedding (total time wedding day is 2 hrs. maximum) and will be available 2 hours total for preparation/rehearsal. **Note:** If extra practice is needed for musicians, vocalists, etc., there will be an additional charge of \$12 per hour.)
- f. **Video** \$50 _____
(Showing only - not production)
- g. **Lighting** \$50 _____
(Price depends on # of changes)

Coordinator/Director/Hostess:

- h. **Coordinator** \$75 _____
*A church staff coordinator and director are required.
We are willing to work with an outside director; however, these fees will apply and a staff director must be onsite the day of the wedding. (Fee includes 2 planning meetings, scheduling of counseling appointments, calendar date approval and policy/deposit, coordinating of pastor, director, custodial, sound, lighting, and video. Fee also includes typed copies of ceremony for all personnel.)
- i. **Director** \$100 _____
(Fee includes 2 planning meetings, 2 hours at rehearsal, 2 hours before, during and after the wedding, including directing of all activities for the actual ceremony. The director will distribute cards/checks for the bride at the wedding and have the marriage license signed by the pastor.)

j. Assistant Director \$75 _____
 (Weddings for more than 100 guests or more than 10 members of a wedding party must include an assistant director. The assistant director will handle all pinning of corsages and boutonnieres, errands for the director, and assistance in all other areas of directing.)

k. Reception Hostess \$50 _____
 (Fee includes a director/hostess for a reception in the fellowship hall. The hostess will assist the caterer/baker with any needs, assist the photographer, and assist guests or bridal party with any questions or needs.)

***Honorariums for pastors, vocalist and musicians are the responsibility of the couple.**

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Office Use Only

Total fees _____

Deposit paid (Minimum required \$100.)..... _____
 (Ck #) _____

Balance due by _____ _____
 (Date – Two weeks prior to wedding)

Balance paid..... _____
 (Ck #) _____

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Director's List:

Fees turned in to financial office: Date _____

Checks received for distribution: Date _____

Fees distributed to:

Coordinator:	_____	Marriage License to pastor:	_____
Director:	_____	Honorarium to pastor:	_____
Assistant Director:	_____	Vocalist(s):	_____
Sound Technician:	_____		_____
Lighting:	_____		_____
Video:	_____	Musician(s):	_____
Custodial:	_____		_____
Reception hostess:	_____		_____

Notes: _____

Agreement

I have read the statement of policies, rules and fees concerning weddings and receptions at The Sanctuary of Augusta, and I agree to the terms and conditions and to abide by them making every effort to insure all vendors and those in the wedding party and guests do likewise.

Signed _____
(Bride)

Signed _____
(Groom)

Date _____