

Wedding Information Packet

Congratulations On Your Upcoming Wedding!

The Pastoral Staff at Four Corners Church consider it an honor to share in this happy occasion with you. Our goal is to assist you in making your wedding day all you hoped for and one you will look back on with fond memories in the years to come. Your wedding day is just the beginning of a successful marriage and we are committed to helping you build the spiritual and relational foundation for your life together.

This wedding packet has been prepared to help you with the organization and planning of your wedding. It provides details regarding policies, fees, as well as the wedding process. Please go through each page of this packet carefully; we want to ensure that the process of planning your wedding can be as stress free as possible.

Your first step in securing your wedding date is to complete and submit the Wedding Application. It will provide us with important information about you. We place a high value on the premarital process therefore, **attendance in Premarital Counseling are prerequisites** to be married by a Pastor.

Onsite Weddings:

- Submit the completed Wedding Application along with the deposit
- Receive confirmation of your wedding date
- Schedule Premarital Counseling with your Pastor
 - **We recommend that you allow at least 3 months between the completion of your premarital counseling and your wedding date**
- 4-6 weeks before your wedding, meet with your Pastor
- Pay your wedding fees, **due 14 days before your wedding date**
- Rehearsal for wedding party and musicians
- Wedding Day!

Offsite Weddings:

- Contact the Four Corners Pastor
- Submit the completed Wedding Application along with wedding fees
- Schedule Premarital Counseling
 - **We recommend that you allow at least 3 months between the completion of your premarital class and your wedding date**
- 4-6 weeks before your wedding, meet with your Pastor to go over ceremony details
- Rehearsal for wedding party and musicians
- Wedding Day!

Auditorium

We love our space and are proud to host your event. It seats up to 420 in comfortable chairs. It is equipped with professional sound and lighting equipment. The lobby area provides a cozy seating area for arriving guests. We provide a conference room for the bride and her attendants to get dressed in which includes a bathroom just down the hall. The groom and his groomsmen have a private area in our adult space which gives them a place to hang their jackets and relax before the ceremony.

Premarital Support

We place a high value on the premarital process and our pastoral staff deems this time of utmost importance in order to build a strong foundation for the spiritual and relational components of your life together. Therefore, **attendance at all counseling sessions are prerequisites to be married by a Pastor.** Please note that your wedding reservation will be held tentatively until confirmation has been received that you have completed all the requirements of our premarital series. Therefore it is important that you schedule immediately and **we recommend that you allow at least 3 months between the completion of your premarital class and your wedding date.**

Wedding Fees

Offsite Weddings:

- Premarital Counseling Fee is \$75.00 per couple
- Offsite wedding fee for a Pastor performing the ceremony is \$250

Offsite fees must be paid in full before a pastor is scheduled.

Onsite Weddings:

- Premarital Counseling Fee is \$75.00 per couple
- Refundable deposit is \$200
- Fee for the Auditorium is \$500. Discounted fee may be available for Four Corners attendees and their immediate family members. This fee includes:
 - Tech \$150 (includes a 1 hr. rehearsal and wedding ceremony)
 - Pastor \$250
 - Facility Maintenance \$100
- Overtime charge after **1 hour rehearsal time** is \$100 per hour
- Overtime charge after **4 hour wedding** is \$50 per hour
- Musicians & vocalists are \$150/person

The \$200 deposit is due before your date can be requested. This separate check will be deposited and is refundable up to 90 days after its receipt upon cancellation. **Paying the deposit does not guarantee your date; you must receive your official wedding confirmation.** Though it's unlikely, in the event there are expenses incurred due to overtime, damages, or cleaning, those fees will be deducted from your security deposit and the remainder will be returned to you after the wedding. If there are no additional expenses, a check will be issued for the full deposit and mailed to you after the wedding. The full wedding fee is due 14 days prior to the wedding date.

4 Corners Wedding Staff

Wedding Pastor:

Our pastors help couples prepare for their big day. This includes contacting you about 4 weeks before the wedding to plan the actual ceremony, scheduling of premarital counseling sessions and making sure you're supported as a couple.

Sound Technician:

Our Sound Technicians work closely with the pastor and are experienced professionals that set the mood for your wedding. Your technician can provide technical support for any pre-recorded music, musicians and/or vocalists you provide. The technician will be available at your rehearsal to determine lighting needs and perform sound checks for speakers, music, and live musicians. Your technician will then implement your lighting and sound needs for your wedding day.

Musicians and Vocalists

Four Corners does not provide pre-recorded music, musicians, or vocalists. However our auditorium is equipped with a keyboard which is available for use at no charge. You may have a combination of up to 3 musicians and/or vocalists; if more than 3 you'll need to talk directly to the technician for approval. Please have any musicians and/or vocalists available at your rehearsal for a sound check. All musicians must be present for the sound check.

Audio Visual Guidelines

The basic wedding package includes:

- Music playback
 - Please share your playlist with us by sending via Apple Music or Spotify
 - Provide a written list of songs, song length, and place in the ceremony when each song is to be played
- 1 Video playback or 1 automatic (self-timed) PowerPoint presentation (do not include music in the PowerPoint)
- Up to 3 basic lighting settings

Please provide all music, directions for playback, video and/or PowerPoint presentations to the technician at least a week before the wedding and have them available at the rehearsal.

Decorating and Facility Guidelines

- We do not schedule weddings on Easter, July 4th, or Thanksgiving weekends. Also the weekends before and after Christmas.
- Decorating the auditorium must be accomplished during your 4 hour scheduled time
- All deliveries must be made during your 4 hour scheduled time
- Photography inside the building must be scheduled during your 4 hour scheduled time
- Other than a unity candle and the provided candelabras, **NO other flame candles are permitted.** Battery operated candles are acceptable
- Decorations can be set up on the floor, tables, or tied with a ribbon to existing furniture
- Only non-damaging fasteners may be used; do not use staples, nails, tacks or tape
- Flowers, bows and other items may be attached to the chairs via pipe cleaner or stick pins
- Flower petals are only allowed if using an aisle runner
- Rice and birdseed are not permitted
- Alcoholic beverages are not permitted on the premises (communion is an exception). Failure to keep alcoholic beverages off the premises will result in the loss of the entire \$200 security deposit
- Arrange for all floral, decorations, rentals and personal items to be cleared from the auditorium **immediately** after the wedding.
- Use of the church for weddings & receptions does **not** include the use of any of the Nursery/Children's areas without prior approval from our Children's Pastor.

Complimentary Items

The auditorium is equipped with the following and usage is based on availability at no additional charge:

- Keyboard
- An alter table to use for a unity candle or sand ceremony
- Communion tray and goblet
- Emergency kit – filled with items to assist with unexpected emergencies, because the show must go on!

If you would like to utilize any of these items, please include that in your wedding plan.