

Northside Church Wedding Planning Checklist

- Read the Northside Wedding Policy booklet carefully and thoroughly.
- To complete your reservation, please return your completed Northside Wedding Information form, signed Northside Wedding Policy Acknowledgement, and deposit check to the senior pastor's Executive Assistant, Ruth Brooks (RuthB@northsideumc.org)
- Please send the senior pastor's executive assistant a casual photo as a couple so that all of our wedding staff can greet you by name and be praying for you.
- Deliver the appropriate instructions to your photographer, videographer, and florist.
- Six months prior, schedule a consultation with the wedding coordinator.
- Six months prior, contact Tiffany Uzoije (TiffanyU@northsideumc.org) in the Music Department to book an organist for your wedding date.
- Two–four months prior, schedule a face-to-face meeting with the organist to discuss music selections.
- Two–four months prior, schedule pre-marital counseling with your officiating clergy through the senior pastor's executive assistant, and let her know if you will be leaving your altar flowers for Sunday services. If so, an acknowledgment will be included in the Sunday bulletin in honor of your wedding, and following the Sunday services, your flowers will be donated to our homebound members.
- Two months prior, complete the online form for your production needs at www.Production.NorthsideUMC.org.
- Four–six weeks prior, all music, soloists, and instrumentalists must be approved by the organist.
- Approximately two weeks prior, if wedding programs are to be distributed, send proof to the wedding coordinator and organist prior to printing, allowing 48 hours for approval or edits.
- Please advise the wedding coordinator of any changes regarding your wedding.
- Contact the wedding coordinator for a detailed list of remaining fees due at the rehearsal.

Northside Church Wedding Information

Wedding Date: _____

Time: _____

Officiating Minister: _____

Visiting Minister: _____

Location: Sanctuary [] Chapel []

Destination: _____

PLEASE PRINT

Bride's Full Name:

Goes By: _____

Northside Member: Yes [] No [] Other: _____

Full Address: _____

Email: _____

Phone: (Home) _____

(Cell) _____

(Work) _____

Groom's Full Name:

Goes By: _____

Northside Member: Yes [] No [] Other: _____

Full Address: _____

Email: _____

Phone: (Home) _____

(Cell) _____

(Work) _____

Couple's Address After Wedding: _____

Street

City

State

Zip

Bride's Parents: _____

Groom's Parents: _____

Northside Member: Yes [] No [] Other: _____

Northside Member: Yes [] No [] Other: _____

Full Address: _____

Full Address: _____

Rehearsal: _____

Date

Time

Reception Site

Leave Flowers for the Altar? Yes [] No [] _____

Leave Flowers in Narthex? Yes [] No [] _____

OFFICE USE ONLY

Wedding Coordinator: _____

Organist: _____

- Pastor
- Wedding Coordinator
- Organist
- Facilities
- Production
- Calendar

Wedding Fees

Revised December 2021

Payment of Facility Security Deposit and Usage Fee required to reserve the facilities

Security Deposit and Usage Fee Information

Sanctuary Wedding (Capacity 600)	Member	Non-Member
• Refundable Security Deposit	\$500	\$1,000
• <u>Sanctuary Usage Fee</u>	\$500	\$2,000
• Total Due Upon Reservation	\$1,000	\$3,000

Chapel Wedding (Capacity 80)

• Refundable Security Deposit	\$500	\$1,000
• <u>Chapel Usage Fee</u>	\$250	\$1,000
• Total Due Upon Reservation	\$750	\$2,000

Guidelines

- In order to be considered members at Northside Church, the bride, groom, and/or their parents/grandparents must be active members who have supported the church for more than one year with their prayers, presence, gifts, service, and witness.
- The bride and groom are responsible for sharing the Wedding Guidelines with all participants, including the florist, photographer, videographer, wedding party, and others. Failure to follow the Wedding Guidelines on any party's part may cause the forfeiture of the Security Deposit.
- In case of cancellation, members will receive a 50% refund of the Usage Fee. No refund is provided for non-members.
- Facility fees should be paid to Northside Church at the time of the booking. All other fees should be delivered to the Wedding Coordinator no later than the wedding rehearsal, who will present them to staff members (organist, production, custodian, and pastor).

<u>Staff Fees</u>	<u>Member</u>	<u>Non-Member</u>
• Custodian	\$400	\$500
• Organist	\$400	\$500
○ <i>With soloist or instrumentalist</i>	<i>(additional \$75)</i>	<i>(additional \$75)</i>
○ <i>With soloist and instrumentalist</i>	<i>(additional \$150)</i>	<i>(additional \$150)</i>
• Pastor	\$400 <i>(suggested)</i>	\$500
• Production	\$400	\$500
• <u>Wedding Coordinator</u>	\$400	\$500
Total Staff Fees (without additional musicians)	\$2,000	\$2,500

Fees applicable as of December 7, 2021

Northside Wedding Policy Acknowledgement

This is to confirm we have received, read, and understand the policies and procedures set forth in the booklet entitled Northside United Methodist Church Wedding Policies.

We agree to abide by these policies and procedures, including the prohibition of alcohol, drugs, and tobacco.

We further agree that if we do not abide by the policies and procedures, then Northside United Methodist Church, in its sole discretion, has the right at any time to cancel our wedding and to refund to us any fees, which we have paid, with the exception of \$500, which is non-refundable. Fees paid to the church for wedding services are not tax deductible.

We further agree to reimburse the church for any and all damages to the church property (inside or outside), which may be the result from our use of the premises.

Bride's Name (PLEASE PRINT)

Signature

Groom's Name (PLEASE PRINT)

Signature

Date

Upon booking Northside Church, please sign and return form to the senior pastor's Executive Assistant, Ruth Brooks (RuthB@Northsideumc.org) or Attn: Senior Pastor's Executive Assistant, Ruth Brooks, Northside United Methodist Church, 2799 Northside Drive NW, Atlanta, GA 30305.

Florist Instructions

Northside United Methodist Church | 2799 Northside Drive NW, Atlanta, GA 30305

Bride: _____ Groom: _____

Wedding Date and Time: _____ Location: Sanctuary [] Chapel []

Welcome to Northside Church!

We understand that décor is an important part of a wedding, and we desire that ours be a cooperative and successful relationship as we perform our duties on this holy occasion. Since the marriage ceremony is a service of worship, we ask that florists help us maintain it as such by adhering to the following guidelines. We have also provided measurements of containers as a helpful resource.

Sanctuary

Please do not place anything on the altar other than flowers or a memorial candle in either the Sanctuary or Chapel. Flower arrangements may not exceed the height of the arms of the cross, as the cross is the focal point of the altar. Altar candles always remain in their places at either side of the cross, and the Bible may be used upon request. The vases on the altar are 19” high (container inside should be 9.5”) and are approximately 3.5” in diameter from lip to lip. Flowers should not extend above the arms of the cross (43” from altar to arms of cross). The vases may not be removed from the altar unless a large single unit is placed in the middle. Flowers may be arranged in the vases using liners or papier-mâché cones, which hold the oasis. Nothing may be removed within the Chancel.

Chapel

The cross may not be removed. The vases on the altar are 12” high and approximately 5” in diameter from lip to lip (31” from altar to arms of cross). The altar is 5’7” long and 18” wide. The aisle is 4’5” wide and 24’ long.

Other Décor

You may place flowers and bows on the pews. You are not allowed to use nails, tacks, tapes, or other means that may damage the wood to secure flowers or other decorations to the church furniture, wall, or fixtures. We do not allow petals, rice, birdseed, or bubbles to be used during or after the service. You may choose to use candles in the window ledges as long as they are protected and collected following the ceremony. For safety reasons, aisle cloths/runners are not permitted. During the Lent, Easter, Advent and Christmas seasons, decorations cannot be changed in the Sanctuary or Chapel.

Delivery and Pick-Up

Flowers may be delivered **up to two hours before the ceremony**. If additional time is needed, please coordinate with the wedding coordinator. Florists or wedding party is responsible for removal and pick-up of any items used in the Sanctuary/Chapel immediately following the ceremony. **Items may remain no longer than one hour following ceremony** unless arrangements have been made to leave the altar flowers for Sunday service. All financial agreements and payments are between the florist and the client (bride/groom). Northside Church is not responsible for any breaches of agreement.

If all conditions are not met, Northside United Methodist Church reserves the right to refuse a florist to work in the church in the future.

We look forward to working with you on this forth coming wedding. If you have any questions regarding the above information, please email or call the Northside Wedding Coordinator, Estee Lassiter at EsteeL@NorthsideUMC.org or 678.298.5044.

Photography Instructions

Northside United Methodist Church | 2799 Northside Drive NW, Atlanta, GA 30305

Bride: _____ Groom: _____

Wedding Date and Time: _____ Location: Sanctuary [] Chapel []

Welcome to Northside Church!

We understand that photographs are an important part of a wedding, and we desire that ours be a cooperative and successful relationship as we perform our duties on this holy occasion. Since the marriage ceremony is a service of worship, we ask that photographers help us maintain it as such by adhering to the following guidelines.

Prior to the Service

If it is the first time you have taken pictures for a wedding at Northside, it is expected that you will attend the rehearsal or coordinate a separate appointment with the wedding coordinator. This is so that you may become familiar with the various spaces to be used on the wedding day and to avoid any confusion about expectations.

The wedding coordinator is responsible for directing the wedding. Photographers are to cooperate with the wedding coordinator and Production staff at all times. Your Northside wedding coordinator has the final say. **Pictures may be taken beginning 1.5 hours before the wedding and must be completed 30 minutes before the ceremony.** Prior to the ceremony, pictures may be taken outside the facilities, in the Parlor (please leave all Parlor furniture in its original location), in the Chapel, and in the Sanctuary.

The bride/groom or wedding party may NOT be taken off site before the wedding ceremony for pictures. This should take place before they arrive, two hours before the ceremony, if needed. To avoid being seen by the guests or groom before the ceremony, the bride must be back in the Bride's Room 30 minutes before the wedding ceremony begins.

During the Service

The photographer can only take photos in the Narthex during the processional, and should remain in the balcony of the Sanctuary during the service. No flash photography is allowed during the ceremony. If interested in having an unmanned camera in the Sanctuary, please inform your Northside wedding coordinator.

After the Service

The officiating Northside pastor will be glad to participate in the first photograph following the ceremony. Please take pictures involving the Northside pastor first. Immediately at the end of the recessional, the wedding party is directed by the wedding coordinator to the correct place to allow guests to leave the church. This keeps guests from stopping the wedding party and will optimize your time for taking pictures after the ceremony. **Pictures following the ceremony must be completed within 30 minutes.**

Photographers must dress in attire appropriate for Church; all black is suggested. All financial agreements and payments are between the photographer and the client (bride/groom). Northside Church is not responsible for any breaches of agreement.

If all conditions are not met, Northside United Methodist Church reserves the right to refuse a photographer to work in the church in the future.

We look forward to working with you on this forth-coming wedding. If you have any questions regarding the above information, please email or call the Northside Wedding Coordinator, Estee Lassiter at EsteeL@NorthsideUMC.org or 678.298.5044.

Videography Instructions

Northside United Methodist Church | 2799 Northside Drive, NW Atlanta, GA 30305

Bride: _____ Groom: _____

Wedding Date and Time: _____ Location: Sanctuary [] Chapel []

Welcome to Northside Church!

We understand that videos are an important part of a wedding, and we desire that ours be a cooperative and successful relationship as we perform our duties on this holy occasion. Since the marriage ceremony is a service of worship, we ask that videographers help us maintain it as such by adhering to the following guidelines.

Prior to the Service

If it is the first time you have captured video for a wedding at Northside, it is expected that you will attend the rehearsal or coordinate a separate appointment with the wedding coordinator. This is so that you may become familiar with the various spaces to be used on the wedding day and to avoid any confusion about expectations. It may also be beneficial to join the couple in a meeting with the production director 2–3 weeks prior to the wedding.

The Northside wedding coordinator is responsible for directing the wedding. Videographers are to cooperate with the wedding coordinator and Production staff at all times. Your Northside wedding coordinator has the final say. **Video may be taken beginning 1.5 hours before the wedding and must be completed 30 minutes before the ceremony, at which time the videographer is to remain in the balcony for videotaping of the ceremony.**

Videographers are to supply their own equipment. All manned videography of the ceremony must be done from the balcony. Videographers are to have all equipment secured in approved locations no later than 45 minutes prior to the wedding. Cameras, microphones, and other recording devices or additional lighting are NOT allowed during the service. Lighting will be set for ceremony with pre-installed lighting by Northside Production staff.

During the Service

Videographers are to be as unobtrusive as possible and are not to impede the movement of guests or the wedding party either with equipment or themselves. Videographers are not to attend to equipment during the ceremony. Videographers must dress in attire appropriate for church; all black is suggested.

All financial agreements and payments are between the videographer and the client (bride/groom). Northside Church is not responsible for any breaches of agreements.

If all conditions are not met, Northside United Methodist Church reserves the right to refuse a videographer to work in the church in the future.

We look forward to working with you on this forth-coming wedding. If you have any questions regarding the above information, please email or call the Northside Wedding Coordinator, Estee Lassiter at EsteeL@NorthsideUMC.org or 678-298-5044.