

Schedule

Check for the availability of the church with the Wedding Director. Meet with Wedding Director and tour the facility.

Submit Reservation Fee and Wedding Application.

Make an appointment with the officiating minister for a pre-marital consultation and to discuss the order or worship for the wedding service.

Three Months Prior to the Wedding contact the Music Consultant.

Complete the Wedding Information Form and return to the Wedding Director.

One Month Prior to the Wedding

Contact the Wedding Director and set up an appointment to review final details.

If you are receiving pre-marital counseling from another minister, please submit a letter verifying this to the Pastor.

Two Weeks Prior to The Wedding

Meet with Wedding Director to review final details, confirm the time of the florist's delivery, and plan for the rehearsal.

Pay the remaining fees to the Wedding Director.

Turn in the Custodial Information Sheet to the Wedding Director if needed.

Rehearsal

All wedding rehearsals will begin promptly and will last one (1) hour. Most rehearsals take place at 6pm.

Instruct all members of the Wedding Party to be prompt and ready. Turn in marriage license to officiating minister at Anniston FUMC.

Wedding Day

Four (4) hours prior to ceremony or 9:00 AM:

- Church is opened for florist, photographer and wedding party

After the Wedding

Complete wedding photos promptly

Remove decorations and flowers, (leaving altar flowers)

Return any rooms and spaces used to original condition and set-up

Floral Arrangements and Candles (Please give this copy to your florist)

The Altar Table is to remain central in the chancel area and cannot be obscured. No furnishings are to be removed or obscured except with the permission of the pastor. Live arrangements behind the altar table is frequently all that is necessary. The use of artificial flowers or artificial greenery for altar decorations is not allowed. We feel the live flowers and greenery represents the creation of God.

The church is available for decoration four (4) hours prior to the ceremony on the day of the wedding and no earlier than 9:00 AM.
Use only dripless candles.

Pews may be marked with flowers, bows, or ribbons tied to the pews. **POSITIVELY** no tacks, glue, tape (of any kind), screws, unwrapped wire or nails may be used on any furniture or elsewhere in the church. No flowers in water tubes can be attached to the pews.

Access from the pews to the aisles must remain open.
It is the responsibility of the florist to remove any debris from the decorations prior to the wedding. A church vacuum cleaner is not available.

Flowers, decorations and equipment must be removed within one hour following the wedding ceremony. This includes all decorations outside of the building. The facilities must be left in the same condition in which they were found.
The Flower Girl may drop silk petals on the aisle. Live petals may not be used.
Please leave the altar flowers for Sunday Worship. The bride and groom will be acknowledged in the church bulletin.

Please do not place flowers, ferns, candles or anything decorative on the piano. Please do not use Bibles or hymnals as props.

Smoking, alcoholic beverages and drugs are not permitted in or around the premises at any time.

First United Methodist Church Anniston
1400 Noble Street, Anniston, AL 36201
www.annistonfirst.info 256-236-5605
Sara Starling, Wedding Director cell: 256-452-5091

Photographer

(Please give this copy to your photographer)

It is recommended that as many pictures as possible be taken prior to the wedding ceremony. The church building will be available for pictures four (4) hours before the wedding.

All pictures should be completed within one hour after the completion of the service.

All photography equipment must be removed after the wedding.

In making photographs, care must be exercised to insure that persons do not stand on or deface equipment or furnishings in the sanctuary or chapel.

PLEASE DO NOT stand on the needlepoint cushions at the chancel railing.

PLEASE DO NOT hang the wedding dress from the mirror or chandelier in the Bride's room.

PLEASE DO NOT hang the wedding dress from the wall sconces in the sanctuary or chapel

Movement and distractions should be kept to a minimum.

The failure of any photographer to cooperate with these requirements may result in the forfeiture of security deposit.

Although the photographer is hired and paid by the wedding party, he/she is subject to the direction of the pastor and/or the Wedding Liaison in the event such direction is necessary. The wedding is a worship service and all photographers are asked to respect the reverence of the place and event.

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Videographer

(Please give this copy to your videographer)

Videotaping of the service is permitted from the balcony.

An unmaned camera can be placed in the back corner of the choir loft.

No external light on video camera equipment may be used during the service.

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