

YOUR GRACE CHURCH WEDDING CONSULTANT

The purpose of a Wedding Consultant is to facilitate your access to and use of the church facilities. After your paperwork and deposit are received by our Facility Scheduling Director, a Wedding Consultant will be assigned to you. She will contact you about six months prior to your wedding to schedule a time to meet you at Grace and plan your ceremony details.

Meeting Agenda (scheduled about six months out):

- A walk-through of the facility, including rooms for Bridal Party to prepare for ceremony
- Establish times of events (Ceremony and Rehearsal)
- Delivery needs (Florist, etc.)
- Equipment needs - candelabras, podium for guest book, table for gifts, unity candle stand, etc.
- Preliminary needs for a vocalist, pianist, or other musician will be discussed. The Consultant will review the procedure and go over list of available people and provide you with contact information. The Bride will contact the musicians regarding music selections and details.

Final Details Confirmed (two or three weeks before wedding):

- Consultant will contact Bride to review arrangements and make adjustments as needed.
- Review ceremony plan - order of service, special accommodations.
- A final Wedding Day Plan will be provided to the Grace Church staff listing each participant and their phone numbers.

Rehearsal (evening before wedding):

- Consultant will arrive 30 minutes prior to see that everything is set up properly – tables, podium, etc.
- She will ensure the rehearsal goes off well and make any necessary adjustments or arrangements.

Ceremony

- Consultant will arrive an hour prior to the ceremony and stay until the Bride proceeds down the aisle.