

**Wedding Planning Sheet**  
**for**  
**Calvert Park Community Church of God**

Please return to the church office with deposit as soon as possible

Bride's Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Groom's Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Wedding Date \_\_\_\_\_ Wedding Time \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Rehearsal Time \_\_\_\_\_

Time Desired to Arrive at Church on the Day of the Wedding \_\_\_\_\_

Anticipated Time of Departure from the Church \_\_\_\_\_

Number of Women in the Wedding Party \_\_\_\_\_

Number of Men in the Wedding Party \_\_\_\_\_

Number of Children in the Wedding Party \_\_\_\_\_

Will all Wedding Party members be getting changed at the Church?  Yes  No  
(Suggestion: you may want to bring full-length mirrors and extensions cords)

Will Ron Nuckles be conducting the service?  Yes  No  
(Ron Nuckles requires a minimum of six pre-marital counseling sessions (\$75 / session) to be completed prior to 60 days before Wedding Ceremony. Ron Nuckles' ceremony fee is \$250. All minister/counseling fees will be paid directly to Ron Nuckles)

**\*Sound technician is required for all services and will attend rehearsal and ceremony**

Fees for the Usage of the Church:

\_\_\_\$75 Custodial Fee for Calvert Park Members usage of the **Sanctuary** (seats approx. 300)

\_\_\_\$50 Custodial Fee for Calvert Park Members usage of the **Fellowship Hall & Kitchen**

\_\_\_\$325 Custodial Fee and **Rental of Sanctuary** for **Non**-Church Member (seats approx. 300)

\_\_\_\$200 Custodial Fee and **Rental of Fellowship Hall & Kitchen** for **Non**-Church Member

\_\_\_\$75 Sound Technician

Posed Photographs will be taken in the sanctuary: *Flash photography is **NOT** allowed during the ceremony.*

Before the Ceremony (Beginning time: \_\_\_\_\_)

After the Ceremony

Videographer will be taping the ceremony?  Yes  No

Type of Ceremony:

Traditional

Contemporary

Custom (written by bride and groom)

Music for the Ceremony:

Pianist(s) \_\_\_\_\_

Organist(s) \_\_\_\_\_

Other Instrumentalist(s) \_\_\_\_\_

Vocalist(s) \_\_\_\_\_

Microphone(s)  Yes  No Number Needed \_\_\_\_\_

Prelude CD song \_\_\_\_\_ track # \_\_\_\_\_

Processional CD song \_\_\_\_\_ track # \_\_\_\_\_

During Ceremony CD song \_\_\_\_\_ track # \_\_\_\_\_

Recessional CD song \_\_\_\_\_ track # \_\_\_\_\_

Postlude CD song \_\_\_\_\_ track # \_\_\_\_\_

Decorations:

When Will You be Decorating? Date \_\_\_\_\_ Starting & Ending Times \_\_\_\_\_

Requests for changes to be made in the sanctuary \_\_\_\_\_

\_\_\_\_\_

Check if to be used:

Candelabras (not available through the church)

Unity Candle (not available through the church)

Long Handled Candle Lighters (not available through the church)

Kneeling Bench (not available through the church)

Communion

Aisle Runner (not available through the church) center aisle would require a 50' runner

\_\_\_Pew Bows (not available through the church) 26 total pews in sanctuary

\_\_\_Portable Wooden Podium (for Guest Book)

**\*\*Smoking is NOT allowed inside of the church building! Alcohol is Not allowed on the property\*\***

For Office Use Only

Fees for the Usage of the Church:

\_\_\_\$75 Custodial Fee for Calvert Park Family usage of the Sanctuary

*Date of Deposit* \_\_\_\_\_ *Amount of Deposit* \_\_\_\_\_ *Ck#* \_\_\_\_\_

*Date Balance Paid* \_\_\_\_\_ *Ck#* \_\_\_\_\_

*Date Custodian was Paid* \_\_\_\_\_

\_\_\_\$50 Custodial Fee for Calvert Park Family usage of the Fellowship Hall & Kitchen

*Date of Deposit* \_\_\_\_\_ *Amount of Deposit* \_\_\_\_\_ *Ck#* \_\_\_\_\_

*Date Balance Paid* \_\_\_\_\_ *Ck#* \_\_\_\_\_

*Date Custodian was Paid* \_\_\_\_\_

\_\_\_\$325 Custodial Fee and Rental of Sanctuary for Non-Church Family

*Date of Deposit* \_\_\_\_\_ *Amount of Deposit* \_\_\_\_\_ *Ck#* \_\_\_\_\_

*Date Balance Paid* \_\_\_\_\_ *Ck#* \_\_\_\_\_

*Date Custodian was Paid* \_\_\_\_\_

\_\_\_\$200 Custodial Fee and Rental of Fellowship Hall & Kitchen for Non-Church Family

*Date of Deposit* \_\_\_\_\_ *Amount of Deposit* \_\_\_\_\_ *Ck#* \_\_\_\_\_

*Date Balance Paid* \_\_\_\_\_ *Ck#* \_\_\_\_\_

*Date Custodian was Paid* \_\_\_\_\_

\_\_\_\$75 Sound Technician

*Date Sound Technician was Paid* \_\_\_\_\_