

## **Wedding - Additional Details**

### **Wedding Times:**

Friday evening weddings must begin no later than 7 pm and conclude by 11 pm.

Saturday weddings must begin no later than 4 pm and all guests need to be out of the building by 8 pm.

### **Wedding Rehearsal Dinners:**

The Olive Tree Café or Hospitality Suite are available to host your rehearsal dinner and can be reserved by contacting the Wedding Office at (616) 249-3741. Please note that special requests for different size/style tables cannot be arranged in the Olive Tree or Hospitality Suite. The RLC Food Service Department will handle all menu/beverage requests. An additional deposit is required to secure your rehearsal venue.

### **Wedding Receptions:**

All receptions at Resurrection Life Church must be catered by our Food Service Department. We have a professional chef and catering service assuring your event will be handled in a professional manner.

Friday evening receptions need to be completed by 11 p.m. Due to Sunday services we do not allow receptions on Sundays.

There is an additional deposit required to reserve a reception venue. To reserve a reception venue please contact the Wedding Office at (616) 534-4923.

### **The following rooms are available for Wedding Receptions:**

- Hospitality Suite (70)
- Olive Tree Café (120)
- Atrium (200)
- Oneighty Room (240)
- Family Life Center/Gym (350)
- Ground Floor (450)

## **Wedding Fees:**

(See Welcome Center for smaller wedding size – under 40 people)

The fee for a wedding ceremony is \$650. This includes: deposit, room rental, an honorarium for the pastor, wedding coordinator, sound/lighting personnel for the wedding and use of church decorations.

## **Wedding Coordinator Responsibilities**

The Wedding Coordinator is familiar with all church and legal guidelines which must be adhered to. Therefore, she has all authority in regard to the wedding and the building.

We expect her requests will be respected and honored by the wedding party.

- The Wedding Coordinator will meet with the bride and groom to discuss how the bride would like their wedding conducted and the room to be decorated. The Wedding Coordinator will be happy to answer any questions and will carry out the plans of the couple as long as their desires reflect a Christian atmosphere and wedding. This meeting can last approximately 1-2 hours. The Wedding Coordinator will call you to set up an appointment.
- Rehearsal: The Wedding Coordinator will assist in conducting the rehearsal. Her job is to make everyone comfortable and knowledgeable about what is expected of them on the day of the ceremony. The wedding couple has the final word on the flow of the wedding. The wedding party will be advised of what time to be at the church. Copies of the service will be distributed to the pastor, sound technician, musician, and soloist.
- Wedding: The Wedding Coordinator will try to meet all needs that arise during the ceremony. To stay on schedule, she will encourage guests to be seated and the ceremony to begin on time. In addition, she will assist in lighting candles, lining up the wedding party, making sure bride/groom are with rings, signing marriage license, mailing license, and exiting guests.
- Wedding Reception: RLC does not provide decorations or center pieces for receptions. The Wedding Coordinator will work with the Master and Mistress of Ceremony to help organize decorations, food, music, and tables. The Master and

Mistress of Ceremony will need to arrange for flowers and decorations to be transported from the wedding to the reception. In addition, the Wedding Coordinator is not responsible for clean up after the reception. Any decorations left will be disposed of.

Please advise your wedding party that our equipment/decorations are not to be removed from the building.

**Florist Information:**

The florist may set up Friday afternoon or Saturday morning. Make these arrangements with your Wedding Coordinator so the custodial staff will be notified and prepared for the setup or delivery.

Please advise the florist that plants may not be placed directly under candelabras (if being used).

Advise your Wedding Coordinator who will be responsible for flowers brought in by the florist following the ceremony.

Notify the Wedding Coordinator of arrangements for the pick-up of any rented items. Custodians will place them in a secure place until pick-up time. *The Facilities office must be informed so they can store the items and retrieve them promptly.* Resurrection Life Church is not responsible for any items left behind after the wedding and reception are over.