

# First Baptist Church Harvester

## Weddings and Receptions

### Guidelines

1. Officiating pastor (if not Harvester Staff) must contact Chris Chapman four weeks prior to wedding for approval.
2. Requests for wedding must be made at least four weeks in advance.
3. Dates cannot be changed without notifying wedding coordinator first, so approval changes can be made by church staff.
4. Damage to building and/or church property will be repaired or replaced at your expense.
5. Technical support must be arranged by wedding coordinator (Harvester personnel only).
6. No alcoholic beverages.
7. Tacks, nails or screws are not to be used to secure decorations. Only non-marring tape or 3M products may be used.
8. No colored rose petals (they stain) on floor. Silk flowers or white flower petals are permissible.
9. Rice and birdseed are not permitted in or around the building.
10. Sparklers are permitted - outside only.
11. You are responsible for removal of all decorations upon vacating the building after your wedding. We are not responsible for any decorations or furnishings left on the premises by the florist, the rental companies, the wedding party or guests.
12. Flash photography is permitted during the ceremony, but should not prohibit the professional photographer from gaining access to the aisle, bride, or bridal party.
13. Wedding rehearsal will not extend past one hour. Everyone should be instructed to arrive 15 minutes prior to the start time. All decorations (with the exception of fresh flowers) should be completed by the start of the rehearsal.
14. The building will be unlocked 2.5 hours prior to rehearsal (for decorating) and 2.5 hours prior to wedding (for preparation/pictures). Additional time may be requested at \$25 per hour.
15. Song choices (titles/artists) for wedding and/or reception must be submitted to the wedding coordinator two weeks prior to the wedding.
16. Dancing is permitted.
17. Weddings will start promptly at the reserved time in an effort to respect wedding guests, pastors, musicians, custodians, technicians, and other staff present. Three hours will be reserved for the wedding/exiting strategy (receiving line, pictures, send-off, clean up, etc.). If additional time is needed, it will be charged at \$25 per hour.
18. Bride, groom, and entire wedding party must remain onsite (dressed and ready for line-up) 30 minutes prior to ceremony start time.
19. If reception is held onsite, guests must exit - and clean up must be completed - by 10:00 PM.
20. Any flash drives are due to Technical staff the night of rehearsal, with all music/media loaded and itemized.



First Baptist Church Harvester  
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\*Edited last on 12/16/15