

# THE 2008 WEDDING BOOK



**FIRST PRESBYTERIAN CHURCH OF GALVESTON  
1903 CHURCH STREET  
GALVESTON, TEXAS 77550  
PHONE: (409) 762-8638  
FAX: (409) 762-1467  
WWW.GALVPRES.NET**



## WELCOME

Dear Bride and Groom,

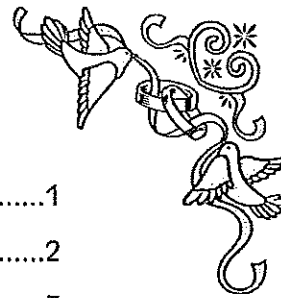
Congratulations to you on the occasion of your engagement. As you prepare for your wedding day and also for your marriage together there are countless details that will demand your time and attention. Our hope is that this Wedding Book will assist you in preparing for the wedding ceremony and also for your life together. Please be sure that you read this book through to its end as it will contain helpful information.

When preparing for your wedding, please remember that our wedding ceremonies are conducted as a worship service. Therefore, every part of the wedding ceremony, including the music and readings, should honor God and not be secular in nature. Weddings in our sanctuary are ordinarily to be conducted by the minister of this church. If you would like for your wedding ceremony to include the participation of guest clergy, please be sure to speak with the minister about your request. The rules of this congregation allow for guest clergy to participate in wedding ceremonies, but only at the invitation of the minister of this church.

Not long after your wedding date is confirmed on the church's calendar you will be contacted by one of our Wedding Liaisons. This individual will assist you with the details of your wedding day as they relate to the church, and will also be an important part of your wedding ceremony. Specific questions about our church's policies and procedures for your wedding should be addressed to your wedding liaison.

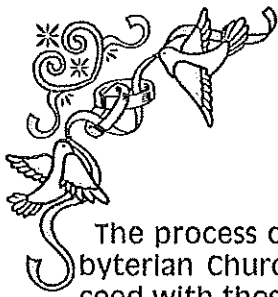
Again, I congratulate you on your engagement, and wish you the very best as you prepare for your marriage.

With best wishes for your marriage,  
The Staff of First Presbyterian Church



## TABLE OF CONTENTS

WELCOME .....	1
TABLE OF CONTENTS .....	2
HOW TO PROCEED .....	3
THE WEDDING CEREMONY.....	4
THE WEDDING LIAISON .....	5
MUSIC AND MUSICIANS.....	6
REHEARSAL.....	6
MARRIAGE LICENSE.....	7
USHERING .....	7
FLOWERS & DECORATIONS .....	8-9
PHOTOGRAPHY & VIDEO PHOTOGRAPHY .....	10
CHURCH FACILITIES.....	11
DRESSING ROOMS .....	11
DELIVERIES.....	12
GIFTS.....	12
RECEPTIONS & REHEARSAL DINNERS.....	13
ALCOHOL & SMOKING .....	13
FAMILY WEDDING .....	14
FEE SCHEDULE .....	15
SCHEDULING & SECURITY DEPOSITS .....	15
MEMBER WEDDINGS .....	16
NON-MEMBER WEDDINGS.....	16
CLERGY GIFT .....	16
CHECK LIST.....	18



## HOW TO PROCEED

The process of scheduling your wedding at the First Presbyterian Church of Galveston is fairly simple. Please proceed with these simple steps:

1. Begin by consulting with the church office (409-762-8638) about an available date. Ordinarily, weddings will not be scheduled on Easter weekend, Thanksgiving weekend, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, or any holiday that falls on Friday or Saturday.
2. Complete the required forms (the REQUEST FOR WEDDING RESERVATIONS with the ACKNOWLEDGMENT OF POLICIES, RULES, REGULATIONS & FEES) and also the minister's WEDDING QUESTIONNAIRE.
3. Submit the completed forms to the church's office together with the appropriate scheduling and security deposits (the amounts of these fees are included in this Wedding Book, page 16). The date and time for your wedding rehearsal and ceremony should be scheduled at this time. **The date and time for your wedding rehearsal and ceremony cannot be confirmed and will not be reserved or otherwise held on the church calendar until the church has received the required paperwork, together with the scheduling and security deposits.**

Once you have completed these simple procedures, you will receive a letter confirming the date and time for your wedding rehearsal and ceremony. This letter will also include the contact information for the church's minister, musicians and wedding liaison.

**All fees and costs owed to the church must be paid and all pre-marriage meetings with the minister must be completed no later than one month prior to the wedding date. A valid Texas Marriage License must be delivered to the Wedding Liaison at least two weeks before your wedding.**



## THE WEDDING CEREMONY

In the Presbyterian Church, every worship service is considered to be a service of Word and Sacrament. Therefore, every wedding ceremony must be consistent with the worship life of this congregation. The details of the wedding ceremony are to be arranged in a conversation with the minister of this church.

Weddings conducted at the First Presbyterian Church of Galveston are ordinarily performed by the minister of this church. At the minister's discretion, guest clergy may be invited to participate. Any couple that would like to include the participation of guest clergy should speak with the minister when preparing the order of worship.

At The First Presbyterian Church of Galveston, weddings are ordinarily held in one of two locations, the Sanctuary or the Chapel. Our Victorian-era sanctuary is a beautiful location for your wedding. The Sanctuary will seat a maximum of 400 people, and provides an extraordinary, elegant setting for your wedding. Because of its historic nature, wedding ceremonies in the Sanctuary will follow a traditional order of worship; including the presentation of the bride, the declaration of intent, the marriage vows, prayers, and the traditional declaration of marriage. The Chapel, which seats no more than 70 people, is a cozy, inviting location for weddings that are smaller, and a bit less formal.

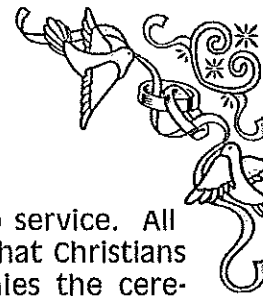
Once you have reserved the dates for your wedding, make an appointment with the minister. This conference is a time for you (the Bride and Groom) to discuss the wedding ceremony in detail and to schedule your premarital counseling sessions. The Church requires all couples to complete pre-marriage counseling at least one month before the date of the wedding.



## THE WEDDING LIAISON

Our Wedding Liaison will serve on your behalf to integrate the services of the Minister, musician(s), and custodial staff. When the date and time of your wedding has been confirmed on the church's calendar, you will receive a letter from your wedding liaison. Please contact this individual as soon as you receive your letter. The Wedding Liaison can assist you with arrangements for use of church equipment and answer any questions you may have via telephone conference. At the rehearsal and at the wedding, the Wedding Liaison will coordinate and instruct the ushers, facilitate the entry of the bridal party, and assist in any way possible. Even if you have hired a wedding coordinator, the church's Wedding Liaison has sole responsibility for the rehearsal and wedding.

The Wedding Liaison must be informed of any changes in your plans *no later than two weeks before the wedding.*



## **MUSIC AND MUSICIANS**

The Christian marriage ceremony is a worship service. All music in worship should represent the best that Christians have to offer God. Such music as accompanies the ceremony should direct attention to God, who sanctifies marriage, and special care should be taken to assure that it is suitable and reverent. (Book of Order, G-2.0700 and W-5.0400.)

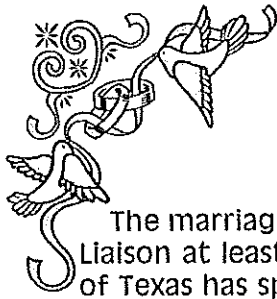
All music for your wedding must be selected in consultation with our Music Ministry Staff. The staff will assist you when choosing processionals, recessionals, and vocal selections that will be in keeping with a service of Christian worship, enhance the beauty of the ceremony, and be meaningful to the bridal couple. The reception offers a marvelous time for the presentation of the couple's favorite popular selections. Secular music is not considered an appropriate part of worship services.

The church's organist will play for all weddings unless a guest organist is requested by the wedding party. In this case, the guest organist must have the approval of the music staff.

Other soloists and musicians may be permitted only with the approval of the church's music staff and the minister. The organist or music director will be happy to assist in the securing of qualified vocal or instrumental soloists. Recorded accompaniments are not allowed.

## **REHEARSAL**

The date and time for the rehearsal should be scheduled with the church office at the time the wedding date is placed on the church calendar. When scheduling your wedding rehearsal, you will want to make every effort to coordinate the time of the rehearsal with the time of the rehearsal dinner. A good rule of thumb is to schedule your rehearsal 60 to 90 minutes before you are to arrive for your meal.



## **MARRIAGE LICENSE**

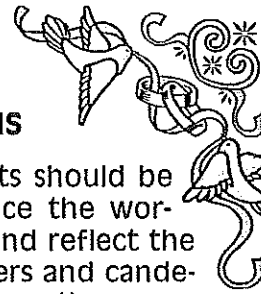
The marriage license should be delivered to the Wedding Liaison at least two weeks before the wedding. The State of Texas has specific requirements dictating the validity of the marriage license. For information concerning your marriage license, please contact the Galveston County Clerk's office (409-766-2200).

**Under absolutely no circumstances will a wedding rehearsal or ceremony proceed without a valid marriage license being delivered to the church.**

## **USHERING**

Ushers play a very important part in the wedding and help set the tone for the whole event. The usher is the host for the bride, groom and their families. The couple designates a "Head Usher" to be in charge. Usually, this is someone who knows the bride and groom's family members. A separate page of guidelines for ushers will be distributed at the rehearsal upon request.

## FLOWERS & DECORATIONS

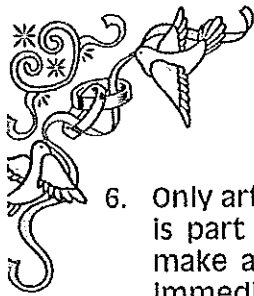


Flowers, decorations, and other appointments should be appropriate to the place of worship, enhance the worshipers' consciousness of the reality of God, and reflect the integrity and simplicity of Christian life. Flowers and candelabra may be placed in the chancel area or on the pews, subject to the following guidelines:

1. Decorations should not be attached to any pews. Consult your florist for appropriate designs which can hang from the arm of the pew. If requested, pew-end candleholders may be inserted on every other pew, for a total of 16, down the center isle of the sanctuary. Only the church's candles can be used in the pew-end candleholders. White and red candles are available. Decorations may be placed on these candleholders, using an appropriate method.

If tape must be used to help secure decorations, only a low-tack tape such as floral or painters tape may be used in the building. Under no circumstances should a high-tack tape, i.e. cellophane (Scotch Brand), packing, or "duck", be used. Keeping high-tack tapes out of our building is very important for our historic finishes. Similarly, no pins, tacks, glues, or nails are allowed.

2. If candelabras are to be used, the candles must be of the dripless kind, and the floor underneath the candelabra must be thoroughly protected.
3. If you plan on being married during the Christmas season, you must accept the decorations already in place in the Sanctuary or Chapel. These decorations are put in place the Wednesday after Thanksgiving and are taken down by the second Wednesday of January. By the third Sunday in December there are Poinsettias on the Communion table and on the area surrounding the pulpit.
4. Chancel furniture is considered to be part of the setting and may not be moved for weddings.
5. No candles may be placed in the windows, or on the choir railings. Unity candles will not be included in the wedding ceremony.



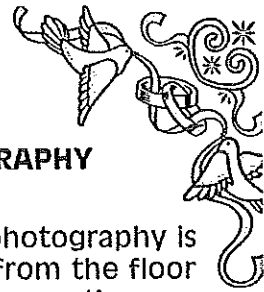
6. Only artificial flower petals may be used if a flower girl is part of the ceremony. It is your responsibility to make arrangements for the petals to be cleaned up immediately after the wedding ceremony.

If your wedding will be on a Saturday evening, and you would like to leave the flower arrangements for the Sunday morning worship services, please notify the Wedding Liaison. The Wedding Liaison will add your name to the flower chart located in the hall in the Christian Education Building. Please contact the Wedding Liaison or the church office if you have further questions.

Throwing of rice, fresh or artificial petals, or confetti endangers the safety of those who are using the halls and walkways and therefore is strictly forbidden.

All decorations and other equipment shall be removed from the sanctuary immediately following the wedding. All facilities must be left "broom clean" after removal of flowers, candles, etc. If extraordinary cleaning is required after the wedding, a reasonable fee will be deducted from the Security Deposit.

It is the responsibility of the wedding party to discuss these matters with the florist prior to the day of the wedding.



## PHOTOGRAPHY AND VIDEO PHOTOGRAPHY

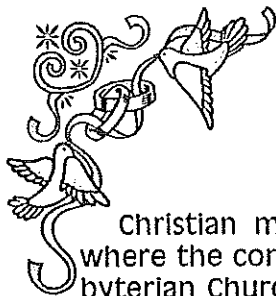
Once guests have begun to be seated, flash photography is prohibited. No photographs are permitted from the floor of the sanctuary or chapel. During the ceremony, time exposures are permitted only from the balcony of the sanctuary. At the conclusion of the ceremony, a photographer may stand at the door of the worship area to take pictures of the wedding party as they leave. Ceremony photographs may be restaged after the actual service.

The photographer is allowed to take pictures before and after the ceremony in any other part of the building or grounds. Remote lighting is prohibited except after guests have dispersed.

It is the responsibility of each wedding party to see that all photographers, ushers, and guests are informed of these rules, and that exceptions not be requested on the day of the wedding.

Video taping of weddings in the Sanctuary is permitted from the balcony only. Video taping of weddings in the Chapel is permitted from the rear of the Chapel only. Audio hook-up for the video taping is available through the Sanctuary sound system; however, the church does not provide the necessary cables. No wires or cables may be run beyond the balcony. No lights are to be used. One stationary video camera may be allowed in the chancel area, at the discretion of the Pastor.

There is a separate sheet for the photographer and video photographer which must be signed by each as evidence of willingness to comply with these statements. The bride is responsible for returning this signed sheet to the church at least two weeks prior to the wedding.



## **CHURCH FACILITIES**

Christian marriage should be celebrated in the place where the community gathers for worship. The First Presbyterian Church has two locations that can accommodate your wedding.

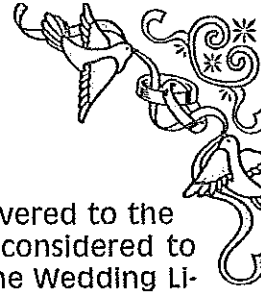
Weddings are ordinarily held in one of two locations, the Sanctuary or the Chapel. Our Victorian-era sanctuary is a beautiful location for your wedding. The Sanctuary will seat a maximum of 400 people, and provides an extraordinary, elegant setting for your wedding. Because of its historic nature, wedding ceremonies in the Sanctuary will follow a traditional order of worship; including the presentation of the bride, the declaration of intent, the marriage vows, prayers, and the traditional declaration of marriage. The Chapel, which seats no more than 70 people, is a cozy, inviting location for weddings that are smaller, and a bit less formal.

The details of the wedding ceremony are to be arranged in a conversation with the minister of this church.

## **DRESSING ROOMS**

Brides may choose one of two locations as a dressing room – the Bride's Room (located in the Sanctuary Narthex) or the Parlor (located in the Education Building). The Parlor is a very comfortable space that can accommodate the bride and her attendants. Since there is no interior hallway from the Parlor to the back of the Sanctuary, the Bride and her attendants, will have to exit the building either through the Fellowship Hall or through the Chapel to enter the Sanctuary. The Groom and his attendants will be in the Chapel or in a classroom.

First Presbyterian Church cannot be responsible for purses or other valuables left in the Bride's Room, Parlor, Chapel or classroom during the wedding or reception; therefore it is strongly suggested that someone be responsible to secure personal possessions before the ceremony begins. If a reception is being held at the church, "going away clothes" may be left in the Bride's Room.



## **DELIVERIES**

Dresses, flowers, and decorations may be delivered to the church on the day of the wedding, and are considered to be the responsibility of the bride's family. The Wedding Liaison will discuss this further with you and will assist you with scheduling these deliveries.

## **GIFTS**

The Bridal couple should appoint someone to be responsible for any wedding gifts which may be brought to the church by guests. Please arrange for gifts to be delivered to the family after the ceremony or reception. FPC cannot be responsible for gifts left at the church.



## **RECEPTIONS AND REHEARSAL DINNERS**

Receptions and Rehearsal Dinners can be held in the Fellowship Hall. Reservations for these facilities must be made through the church office at the same time the wedding date is reserved. Additional charges will apply.

If you are planning a reception or rehearsal dinner at the church, the caterer must work closely with the Church Custodian. This will ensure that things work smoothly and to the benefit of all.

The Fellowship Hall may be arranged as is appropriate for the occasion. With minimal decoration, the Fellowship Hall can seat about 100 for a dinner or has comfortable standing room for about 200. With sufficient notice, the church can provide tables and chairs to meet most needs.

All provisions covered under "Flowers and Decorations" are applicable to the use of the Fellowship Hall without exception. Please consult with the Wedding Liaison about decorations and about appropriate materials to secure the decorations.

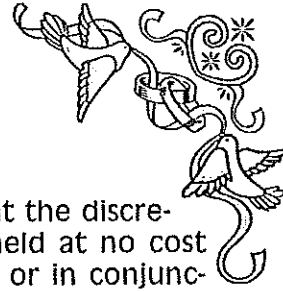
The kitchen may be used as a preparation and service area. The ovens and stoves may be used for warming food but may not be used for cooking purposes.

Plates, silverware and kitchen utensils may be used and must be cleaned and returned to their proper places. The Custodian should be consulted during regular business hours for location of needed items. Any damage, breakage or loss shall be the responsibility of the wedding party.

The kitchen should be cleaned and left in good order immediately following its use. If use results in extraordinary clean-up, additional fees will apply.

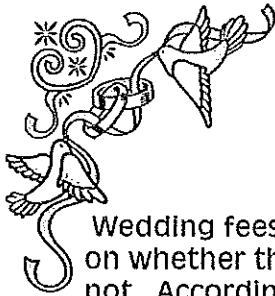
## **ALCOHOL & SMOKING**

Alcoholic beverages are not permitted on the property of the First Presbyterian Church. No smoking is allowed in the buildings or in the Chapel courtyard.



## **FAMILY WEDDING**

At the request of an engaged couple and at the discretion of the minister, a wedding may be held at no cost during the church's normal business hours or in conjunction with a regularly scheduled worship service. This option is available only to First Presbyterian Church members and only for weddings with very few people invited to attend. For this option, there must be neither request nor need for the involvement of any First Presbyterian Church staff members other than the minister.



## FEE SCHEDULE

Wedding fees are divided into two categories, depending on whether the participants are members of this church or not. According to the church's BUILDING USE POLICIES, the term "member" applies to all persons on the active membership role, plus those who have a strong affiliation with the church.

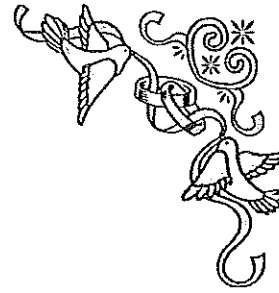
All Fees for weddings, whether they are to be in the Sanctuary or in the Chapel, will allow for a rehearsal, ordinarily on the day before the wedding, at no additional charge.

The fees in these schedules include appropriate payment for the services of a musician (either a pianist or an organist), the wedding liaison and custodian. There are no additional charges for using the church's pew-end candle holders and candles.

## SCHEDULING & SECURITY DEPOSITS

**The date and time for your wedding rehearsal and ceremony cannot be confirmed and will not be reserved or otherwise held on the church calendar until the church has received the required paperwork, scheduling deposit, and security deposit.**

The Scheduling Deposit is non-refundable, but is part of the total fee for the wedding. The Security Deposit is refundable after the wedding. Costs for extraordinary clean-up, repair of any damage to the facilities and any church property will be deducted from the Security Deposit.



### **MEMBER WEDDINGS**

Chapel Wedding: \$ 1,000.00  
Sanctuary Wedding: \$ 1,500.00  
Reception Facility Fee: \$ 500.00

Scheduling Deposit (Non-Refundable): \$ 100.00  
Security Deposit (Refundable after the wedding): \$ 400.00  
Total Paid to Confirm the Date & Time: \$ 500.00

### **NON-MEMBER WEDDINGS**

Chapel Wedding: \$ 2,000.00  
Sanctuary Wedding: \$ 3,000.00  
Reception Facility Fee: \$ 800.00

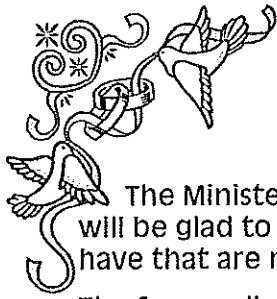
Scheduling Deposit (Non-Refundable): \$ 250.00  
Security Deposit (Refundable after the wedding):  
For Weddings with fewer than 250 guests \$ 750.00  
For Weddings with more than 250 guests \$1,750.00

Total Paid to Confirm the Date & Time:  
For Weddings with fewer than 250 guests \$1,000.00  
For Weddings with more than 250 guests \$2,000.00

### **CLERGY GIFT**

The fee schedule for church members does not include any fee that will be paid to the minister. It is both traditional and appropriate for any minister to receive an honorarium that reflects fairly the time, effort and value of performing your wedding ceremony. The amount of the honorarium, the value that you place on this service, is a matter of your discretion. Traditionally, the groom will arrange for an honorarium or other gift to be given to the clergy shortly after the conclusion of the wedding ceremony.

The fee schedule for non-members does include an amount for the minister of this church for participating in the wedding. Payment of an honorarium to visiting clergy would be appropriate.



The Minister, Wedding Liaison, or Music Ministry staff will be glad to assist in answering any questions you may have that are not covered in this booklet.

The fees, policies and guidelines for weddings are established by the Session of the First Presbyterian Church of Galveston and managed by the authority of the church's Building and Grounds Ministry.

## CHECK LIST



### Schedule your wedding rehearsal and ceremony.

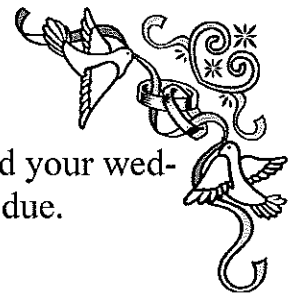
- \_\_\_\_\_ Consult with the church office (409-762-8638) about an available date.
- \_\_\_\_\_ Submit the required forms (the REQUEST FOR WEDDING RESERVATIONS with the ACKNOWLEDGMENT OF POLICIES, RULES, REGULATIONS & FEES) and also the minister's WEDDING QUESTIONNAIRE.
- \_\_\_\_\_ Submit the required payments for the Scheduling and Security Deposits (See Fee Schedule for details).
  - Church Members = \$ 500.00
  - Non-members = \$ 1,000.00 (up to 250 guests)
  - or- \$ 2,000.00 (more than 250 guests)
- \_\_\_\_\_ Meet with the Minister of the church to discuss the Order of Worship and to schedule pre-marriage meetings.

### At least 1 month before your wedding day:

- \_\_\_\_\_ All pre-marriage meetings with the minister must be completed.
- \_\_\_\_\_ Pay all remaining fees to the church.
- \_\_\_\_\_ Meet with the organist to select music for the wedding ceremony.
- \_\_\_\_\_ If you have asked to include other musicians (including any instrumentalists or vocalists), contact the wedding liaison to confirm that the church's music director has approved the musicians.

### At least two weeks before your wedding day:

- \_\_\_\_\_ Deliver a valid Marriage License to the Wedding Liaison.
- \_\_\_\_\_ Inform the Wedding Liaison of any changes in your plans.



# Fee Schedule

For clarification purposes, please find the category that applies to you and your wedding for a schedule of the fees due and the timeline in which the fees are due.

## MEMBER WEDDINGS

### Sanctuary

To confirm the date on the church calendar	\$ 500.00	
Due one month prior to wedding date	<u>\$1,400.00</u>	
	TOTAL	\$1,900.00
Refundable after wedding minus any damages	- 400.00	
<b>TOTAL FEE FOR MEMBER SANCTUARY WEDDING</b>		<b>\$1,500.00</b>

### Chapel

To confirm the date on the church calendar	\$ 500.00	
Due one month prior to wedding date	<u>\$ 900.00</u>	
	TOTAL	\$1,400.00
Refundable after wedding minus any damages	- 400.00	
<b>TOTAL FEE FOR MEMBER CHAPEL WEDDING</b>		<b>\$1,000.00</b>

Reception Facility Fee—Payable one month prior to wedding date \$ 500.00

## NON-MEMBER WEDDINGS

### Sanctuary

To confirm the date on the church calendar	\$1,000.00	
Due one month prior to wedding date	<u>\$2,750.00</u>	
	TOTAL	\$3,750.00
Refundable after wedding minus any damages	-750.00	
<b>TOTAL FEE FOR NON-MEMBER SANCTUARY WEDDING</b>		<b>\$3,000.00</b>

### Chapel

To confirm the date on the church calendar	\$1,000.00	
Due one month prior to wedding date	<u>\$1,750.00</u>	
	TOTAL	\$2,750.00
Refundable after wedding minus any damages	-750.00	
<b>TOTAL FEE FOR NON-MEMBER CHAPEL WEDDING</b>		<b>\$2,000.00</b>

Reception Facility Fee—Payable one month prior to wedding date \$ 800.00

# REQUEST FOR WEDDING RESERVATIONS

FIRST PRESBYTERIAN CHURCH

1903 Church Street  
Galveston, Texas 77550  
(409) 762-8638

Date: \_\_\_\_\_

Name of Bride: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_

Present Address: \_\_\_\_\_

Mobile: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Groom: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_

Present Address: \_\_\_\_\_

Mobile: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Has either presently (or in the past) had any affiliation with this church? Yes \_\_\_\_\_ No \_\_\_\_\_

Please reserve for us the following (answer each question in each section)

**Wedding Rehearsal:** Date: \_\_\_\_\_ Time: \_\_\_\_\_

Sanctuary: \_\_\_\_\_ Chapel: \_\_\_\_\_

**Wedding:** Date: \_\_\_\_\_ Time: \_\_\_\_\_

Sanctuary: \_\_\_\_\_ Chapel: \_\_\_\_\_

**Reception or Rehearsal Dinner (at the church):** Yes: \_\_\_\_\_ No: \_\_\_\_\_ Fee Amt. \_\_\_\_\_

Paid: \_\_\_\_\_

**Minister to assist with the ceremony (Please see the Wedding Guidelines):**

\_\_\_\_\_

(Address)

(Telephone Number)

**Florist:** \_\_\_\_\_

(Telephone Number)

**Caterer (if applicable):** \_\_\_\_\_

(Telephone Number)

Do you plan to leave your flowers for Sunday services in celebration of your wedding? Yes \_\_\_\_\_ No: \_\_\_\_\_

Please return this request to church office at your earliest convenience. Reservations can be confirmed only upon receipt of the above information, together with the Scheduling and Security Deposits. All remaining and fees are to be paid at least one month before the wedding day..

Please feel free to contact the church office for questions that may arise during your planning. We will do our best to help you enjoy and cherish this sacred occasion of your lives.

## ACKNOWLEDGEMENT OF POLICIES, RULES, REGULATIONS & FEES

I, \_\_\_\_\_, have requested the use of First Presbyterian Church facilities for the specified purpose of a wedding. I have received a copy of Wedding Rules and Regulations and Fee Schedules and agree to abide by those policies, rules, regulations and fees as set forth.

Bride: \_\_\_\_\_

Groom: \_\_\_\_\_

Date: \_\_\_\_\_



# First Presbyterian Church

## Premarital Information (Continued)

1. What books or other materials on marriage have you read in the last two years?

Groom: \_\_\_\_\_  
\_\_\_\_\_

Bride: \_\_\_\_\_  
\_\_\_\_\_

2. Are your parents/family/friends supportive of your marriage plans?

Groom: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Bride: Yes: \_\_\_\_\_ No: \_\_\_\_\_

3. If you are not a member or regular attendee of FPC, why have you requested to have your wedding ceremony here?

\_\_\_\_\_  
\_\_\_\_\_

4. What are two or three areas you hope will be covered in our conversations?

Groom:

\_\_\_\_\_

Bride: \_\_\_\_\_

5. Have you ever been married before?

Groom: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Bride: Yes: \_\_\_\_\_ No: \_\_\_\_\_

6. If yes, what ended the marriage?

Groom: \_\_\_\_\_ Death: \_\_\_\_\_ Divorce \_\_\_\_\_

Bride: \_\_\_\_\_ Death: \_\_\_\_\_ Divorce \_\_\_\_\_

7. Primary contact for wedding details: \_\_\_\_\_

## PHOTOGRAPHY AND VIDEO PHOTOGRAPHY GUIDELINES

### FIRST PRESBYTERIAN CHURCH

1903 CHURCH STREET

GALVESTON, TEXAS 77550

TELEPHONE: (409) 762-8638

FAX: (409) 762-1467

[WWW.GALVPRES.NET](http://WWW.GALVPRES.NET)

**BELOW PLEASE FIND THE GUIDELINES REGARDING PHOTOGRAPHY AND VIDEOGRAPHY DURING WEDDINGS CONDUCTED AT FIRST PRESBYTERIAN CHURCH, GALVESTON:**

Once guests have begun to be seated, flash photography is prohibited. No photographs are permitted from the floor of the sanctuary or chapel. During the ceremony, time exposures are permitted only from the balcony of the sanctuary. At the conclusion of the ceremony, a photographer may stand at the door of the worship area to take pictures of the wedding party as they leave. Ceremony photographs may be restaged after the actual service.

The photographer is allowed to take pictures before and after the ceremony in any other part of the building or grounds. Remote lighting is prohibited except after guests have dispersed.

It is the responsibility of each wedding party to see that all photographers, ushers, and guests are informed of these rules, and that exceptions not be requested on the day of the wedding.

Video taping of weddings in the Sanctuary is permitted from the balcony only. Video taping of weddings in the Chapel is permitted from the rear of the Chapel only. Audio hook-up for the video taping is available through the Sanctuary sound system; however, the church does not provide the necessary cables. No wires or cables may be run beyond the balcony. No lights are to be used. One stationary video camera may be allowed in the chancel area, at the discretion of the Pastor.

There is a separate sheet for the photographer and video photographer which must be signed by each as evidence of willingness to comply with these statements. The bride is responsible for returning this signed sheet to the church at least two weeks prior to the wedding.

I have read the policies, rules and regulations regarding photography and videography during wedding ceremonies conducted at First Presbyterian Church, Galvstn, and I agree to abide by those policies, rules and regulations.

---

Printed Name and Name of Business

---

Address

Telephone Number

Photographer     Videographer

---

Signature

Date

**FIRST PRESBYTERIAN CHURCH**

1903 Church Street  
Galveston, Texas 77550  
Telephone: (409) 762-8638  
Fax: (409) 762-1467  
Email: scoggin@galvpres.net

**SECURITY DEPOSIT RETURN FORM**

\_\_\_\_\_  
Name of Bride & Groom

Name of Bride & Groom

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

Wedding Date

To insure your security deposit is returned to the proper person and place, please fill in the information requested below:

Please make check out to and return our security deposit to:

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

Street

Apt. #

\_\_\_\_\_  
City State Zip Code

City

State

Zip Code

**TELEPHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

-----  
For office use: Amount of Security Deposit Returned: \_\_\_\_\_

Check Number: \_\_\_\_\_ Date Mailed: \_\_\_\_\_