

Wedding Request

Before completing this request, please carefully read A Guide for Weddings at Cedar Springs Presbyterian Church.

Full Date (including Day of Week) of Wedding: _____

Location of Wedding: Sanctuary Chapel Fireside Room

Time of Wedding: _____ a.m. p.m. Music is starting 30 minutes before this

Approximate Number of Wedding Guests Attending: _____

Reception: Fellowship Hall Reception Hall Fireside Room Non-CSPC

Date of Rehearsal: _____ **Time of Rehearsal:** _____

Rehearsal Dinner Location: CSPC _____ Not at CSPC

Deposit Amount - Paid By Enclosed Check, Made Out to CSPC: _____

Bride Information:

Birth date: _____

Name: _____

Address: _____

City/State/Zip: _____

Home Phone: _____

Cell Phone: _____

E-mail Address: _____

Groom Information:

Birth date: _____

Name: _____

Address: _____

City/State/Zip: _____

Home Phone: _____

Cell Phone: _____

E-mail Address: _____

CSPC Member: Bride Groom

Bride's Parents (Names: _____)

Groom's Parents (Names: _____)

If not CSPC, Bride is a member of _____ and Groom is a member of _____

Pastoral Relationship at

CSPC: _____

CSPC Pastor to Interview: _____

Officiating Pastor: _____

If guest pastor is used, please answer the following:

Church (including denomination) _____

Address _____

Phone Number _____

Approved by: _____

Who should we send the final billing to after the wedding?

Name: _____

Address: _____

City/State/Zip: _____

Answer the following to the best of your ability at this time:

1. Your permanent address and phone number after the wedding:

Phone: _____

2. Flowers By: _____ Phone: _____

3. Catered By: _____ Phone: _____

4. Photographer: _____ Phone: _____

5. Wedding Director: _____ Phone: _____

6. Organist: _____ Phone: _____

7. Will you be needing a nursery room? _____

8. Plan for Premarital Counseling: _____

"I have read The Cedar Springs Presbyterian Church Wedding Guidelines, Premarital Counseling Guidelines, Approved Wedding Directors, the Fee Schedule and the Policy for Florists and Caterers at Cedar Springs Presbyterian Church."

Signature of Person Requesting Facilities: _____

Date

Please return these 2 pages, and the \$400 deposit to:

**CSPC
ATTN: Wedding Liaison
9132 Kingston Pike
Knoxville, TN 37923**

This form may be mailed to the address at the left or faxed to ATTN: Wedding Liaison at 865-693-6611

FOR OFFICE USE ONLY:

Copies to be distributed only after approval:

Beth Edwards Tom Akins Connie Barlow Matt Shreve

CEDAR SPRINGS PRESBYTERIAN CHURCH

It is the responsibility of the Bride to see that each service receives this policy.

Policy for Florists and Caterers at Cedar Springs Presbyterian Church

The assigned facility service staff worker must be present while florists and/or caterers are in the church as well as during the wedding and reception.

FLORIST:

1. Only ***metal-encased or drip-less candles*** should be used for wedding and reception.
2. It is imperative that nothing is set on the organ or piano.
3. No leaf shine is to be sprayed in the sanctuary or chapel. It is treacherous on the platform flooring.
4. Only birdseed or bubbles are permitted. **OUTSIDE ONLY!** No flower petals or rice, please.
5. **Plants and candelabras must be picked up within one hour after the wedding ceremony.** The church cannot take responsibility for damage to plants, candelabras, or other items. Storage fees will apply for items not removed from church.
6. There will be no alteration of the church's property and landscape.
7. Flowers are not allowed in our refrigerators due to health regulations.
8. The use of wire, nails or tape on church furnishings is prohibited.

CATERER:

1. Please supply your own linens, drink-ware, plates, tableware and serving pieces.
2. Wipe spillage from countertops and floors.
3. No red dye in punch or food.
4. Refrigeration is limited.
5. Provide all supplies for prep and cleanup (knives, utensils, containers, storage items, foil and clear wrap and paper towels).
6. Ice is available from ice maker in satellite kitchen.

For questions, contact Amanda Martin, CSPC Wedding Liaison at: amandamartin@cspc.net or 865-455-2801

CEDAR SPRINGS PRESBYTERIAN CHURCH

It is the responsibility of the Couple to see that the photographer and videographer receive this policy.

Policy for Photographers and Videographers at Cedar Springs Presbyterian Church

Marriage is a divinely instituted relationship given by God to glorify Him and to provide a life of happiness and service to couples who are united in Christ and in the will of God. Therefore, weddings at Cedar Springs Presbyterian Church are meant to be a worship service and are to be conducted with reverence and dignity, as well as with warmth and joy.

PHOTOGRAPHERS:

Photographs may be taken as the wedding party comes up the aisle and as they retire. However, during the ceremony ***no flash photographs*** may be taken nor may the photographers be on the main floor taking pictures. Non-flash photographs may be taken from the center balcony during the ceremony. The photographer is not allowed to distract from the service.

CSPC approved wedding directors have the final say on the appropriateness of on site photography.

The sanctuary and/or chapel must be cleared of all photography one hour before the wedding so that sound checks can be made.

VIDEOGRAPHERS:

If videotaping is being done, please check with the CSPC approved wedding director with regard to the proper location of the person taping the ceremony. Generally, a stationery camera can be placed on the platform but the cameraman is not allowed to distract from the service by moving and relocating during the service.

9132 Kingston Pike □ Knoxville, Tennessee 37923 □ 865/693-9331 □ Fax 865/693-6611

Preliminary Questionnaire

*Prior to initial interview by one of the church's pastors, please respond to the following questions and bring your **individual** responses to the initial interview:*

Bride's name: _____

Address/phone/e-mail: _____

Groom's name: _____

Address/phone/e-mail: _____

1. Tell us about your spiritual journey, including key events and persons.
2. What are some of the key elements in a Christian marriage?
3. Briefly describe your home when you were growing up.
4. What led you to choose your spouse as a life mate?
5. Describe your involvement in the Cedar Springs church family. If not affiliated with the church, please tell us why you desire to be married at the church.
6. Is there any additional information you would like to provide?

Wedding Date: _____

Premarital Counseling Guidelines

I understand the following guidelines for participation in premarital counseling, and I agree to accept them:

1. Participate in premarital counseling.
2. Be sexually abstinent and maintain separate living quarters until after the wedding.
3. Regularly attend CSPC worship services or attend another Bible-teaching church of your choosing.
4. We recommend a visit with a physician as a couple to discuss sexuality, sexual dysfunction, and birth control. It is strongly suggested that the medical appointment include a blood test for communicable diseases.

Bride-to-be Signature: _____

Date: _____

Groom-to-be Signature: _____

Date: _____

This form is to be given to Pastor at initial interview.

Guest Minister Request

Name of Bride: _____

Name of Groom: _____

Relationship to CSPC: _____

Date Of Wedding: _____

Guest Minister Requested: _____

Ministers Church, City, State: _____

Reason for Request: : _____

To Be Completed by Interviewing Pastor

Counseling By: _____

Recommendation: (circle one)

I recommend this request be approved.

I do NOT recommend this request be approved.

Unless there is an objection, approval will be assumed by (date) _____