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DIRECTORY

<i>NAME & POSITION</i>	<i>WORK</i>	<i>CELL</i>
Dr. Blake Dempsey Pastor	205-967-0441	252-567-3456
Rev. Keith McLeod Minister of Music	205-967-0441	256-658-7795
Rev. Larry McCutcheon Minister to Youth & Families	205-967-0441	256-630-8240
Mr. Philip Holley Director of Administration	205-967-0441	205-422-9555
Mrs. Rory McConnell Administrative Assistant	205-967-0441	615-397-1117
Mr. Blake Carter Sound Team Chairperson		205-914-0710
Mrs. Melinda Dressler Organist/Pianist		205-910-3353
Ms. Anna Williams Church Pianist		205-879-1996

WEDDING COORDINATORS:

Mrs. Diane Waud	205-410-1315
Ms. Marjorie Kay Nix	205-915-2726
Mrs. Elizabeth Wilson	205-821-3700
Mrs. Sylvia Page	205-266-3586

A NOTE TO THE BRIDE AND GROOM FROM THE PASTOR

*For this cause a man shall leave his father and his mother,
And shall cleave to his wife; and they shall become one flesh. Genesis 2:24*

Congratulations on your upcoming wedding! We are thankful that you will celebrate this special day at Brookwood Baptist Church.

An Atmosphere of Worship

The ceremony is a sacred service and employs the elements of Christian worship. The Sanctuary is a place of worship designed and appointed for this purpose. The minister is the worship leader, assisted and supported by the musicians and participants. During the next few months, you will make many decisions that will create the beautiful canvas of your wedding day. We encourage you to prayerfully make choices that will honor the Lord. May the Lord richly bless you in your wedding planning, in your marriage ceremony, and in your new life together.

Covenant of Agreement

Your permission to use Brookwood's facilities for your wedding is considered a sacred covenant between you, your wedding party, and the church. This being so, you and all wedding attendees are expected to be respectful of and follow all guidelines stated in this Wedding Policy. Failure to do so can result in a discontinuance of the wedding event. We trust that you will care for our facilities with the respect and responsibility one uses in caring for their own home.

Typically, Brookwood Baptist Ministers are available to assist someone getting married on the BBC campus; please contact us to confirm availability. Couples utilizing non-Brookwood clergy need to complete the *Officiating Minister's Form* and return it to the Pastor.

Marriage License

The minister abides by the laws of the State in performing a marriage. The bride and groom should file for the marriage certificate online at: <https://dph1.adph.state.al.us/marriage/>.

Pre-marital Counseling

The minister and this church strongly encourage pre-marital counseling by a qualified counselor. Based on availability, the bride and groom may seek counseling with a Brookwood minister. Brookwood ministers utilize the Symbis online assessment; more information can be found at www.symbis.com. The minister can email a link to the bride and groom; please note Symbis charges a modest fee of around \$30. Following the assessment, the minister will follow up to schedule a premarital counseling session utilizing the Symbis report, copies of which will be provided to the bride and groom.

We look forward to working with you for and on this special day!

Blake Dempsey, Senior Pastor

WEDDING POLICY

It is imperative that every bride and groom cooperate in upholding the standards unique to this Church. The Wedding Coordinator will communicate with the presiding minister in all areas concerning the service as she assists you in making appropriate selections and interpreting policies and procedures. The materials included herein will guide you and those assisting in preparations for your wedding. Please read the material carefully, refer to it when needed, and distribute copies to appropriate persons (florist, caterer, photographer, etc.).

The applicant will agree to reimburse Brookwood Baptist Church for any damage to the Church's property resulting from actions of wedding party, guests, etc.

If the bride or groom *are formally recognized by the Pastor (and if needed, by the Deacons) as an active member*, or if a parent or grandparent of the bride or groom *is formally recognized by Pastor and Deacons as an active member of Brookwood*, there is no charge for the use of the facilities for the wedding, only for services of the custodians, sound technician, coordinator, and musicians.

No weddings will be scheduled the weekend before any churchwide events/activities.

THE SETTING

Decorations should reflect the sacredness of the Sanctuary setting. Accessories and adornment of the bride, groom, or wedding attendants should be modest and not distract in any way from an atmosphere of worship.

Please keep in mind the following as you request church facilities for your wedding:

- The Sanctuary seats approximately 450 and has side aisles (no center aisle).
- Weddings are not scheduled on Sundays and Wednesdays.
- Weddings are not scheduled on holiday weekends which include Palm Sunday, Easter, Memorial Day, July 4th weekend, Labor Day, Thanksgiving, Christmas, New Year's, or other Saturdays which are followed on Sunday by special church functions. Weddings are not scheduled for the last two weeks in December.
- Weddings are not scheduled earlier than 10:00 a.m. or later than 6:00 p.m.
(No later than 3:00 p.m. if the reception is held at the church.)
- Flowers for Saturday weddings scheduled 12 p.m. or later *must remain in the Sanctuary for the Sunday services*. We are happy to put a notation in the Sunday bulletin that announces the flowers from the wedding, the newly married couple, and any memorials or honorariums the couple chooses.
- The pulpit and stage chairs may be removed and replaced with a set of steps at the front of the stage.
- Persons who are not members of Brookwood Baptist Church may *make reservations no more than eight months prior to their requested wedding date*. Church activities and church members will have preference prior to that time.
- Discuss accommodations and guidelines with the Wedding Coordinator **before** consulting your florist or decorator. Specific guidelines for florists and decorators are included in this *policy*.

THE REHEARSAL

Rehearsals are scheduled on the evening preceding the wedding. In the case of other scheduled activities, rehearsal times may be adjusted upon confirmation with the Director of Administration and Wedding Coordinator.

Please allow one hour for the rehearsal. *It is important that all members of the wedding party be present and on time.* The bride is encouraged to walk through the rehearsal herself (without a stand-in).

No Rehearsal Dinners are permitted at Brookwood.

DRESSING ROOMS

Brides and Bridesmaids use room C-270 to get ready. The room will be set up with floor-length mirrors, a steamer, and clothes rack for your convenience. The florist should also place bouquets in this room. A table may be set up for your refreshments in the hallway outside room if requested. A restroom is also located in the hallway outside the room.

The Chapel, located to the right off the foyer at the church entrance, is available for use by the Groom and Groomsmen for dressing. A restroom is conveniently located beside the front entrance and across from the chapel. Refreshments are allowed in the Chapel.

All personal effects should be removed from C-270 and the Chapel one hour after the start time of the wedding. If the reception is held at BBC, all personal effects should be removed two hours after the start time of the wedding. It is the bride's responsibility to appoint someone for this task.

Other areas of the church are not set up for wedding activities.

MUSIC AND MUSICIANS

Musicians may practice prior to the rehearsal time.

Because you have chosen to have your wedding in the church, the music must be appropriate for a worship service. If you have questions regarding the music or need assistance selecting it, contact Brookwood's Minister of Music.

All accompaniments must be live. A Brookwood Sound Technician is ***required*** for both rehearsal and wedding. You should contact him as soon as possible regarding his availability on your wedding date. We encourage you to engage the services of our church organist/pianist, Mrs. Melinda Dressler (879-5762). She will assist at both the rehearsal and the wedding. You should contact her as soon as possible regarding her availability on your wedding date. Also, schedule with her if additional time is needed for practice with other instrumentalists and/or vocalists and determine the amount of the additional charges.

THE CEREMONY

The wedding ceremony is a service of worship and includes music (instrumental and vocal), Scripture, prayer, commitment of vows, and, above all, a recognition of the presence of God. Every part of the service contributes to an atmosphere of reverence. As the worship leader, the Officiant will assist the bride and groom in selecting the perfect elements and order of the ceremony.

Members of the wedding party are expected to conduct themselves at all times in a manner befitting the place of worship. It is the responsibility of the bride and groom to familiarize the members of the wedding party with the policies of the church.

If the bride and groom would like a recording of the ceremony on CD, they should so indicate on the Sound Technician form. Only the church's Sound Technician is permitted to operate the sound system and sanctuary lighting equipment.

THE RECEPTION

The Church's Fellowship Hall, with adequate kitchen facilities, is available for the reception following the ceremony. The Fellowship Hall comfortably accommodates 208 people seated at 26-60" round tables and 8' and 6' serving tables. If the Fellowship Hall is requested for the reception, it should be reserved when the wedding is scheduled. If the reception is at Brookwood, the wedding cannot begin later than 3 p.m. Church facilities are not available for wedding receptions if the ceremony does not take place at Brookwood.

Tasteful dancing is allowed at Brookwood but the music must be appropriate.
(If dancing is desired, that will cut down the number of round tables for seating.)

FINANCIAL ARRANGEMENTS

If the bride or groom is an active member of Brookwood, or if a parent or grandparent of the bride or groom is a Brookwood member, there is no charge for the use of the facilities for the wedding, only for the services of the custodians.

Member Facility Fees/Deposit:

- | | |
|---|-----------|
| 1. Use of the facility for ceremony/reception | No Charge |
| 2. Refundable damage deposit | \$500 |

Non-Member Facility Fees/Deposit:

- | | |
|---|--------|
| 1. Use of facility for ceremony | \$1500 |
| 2. Non-member refundable damage deposit | \$800 |
| 3. Non-member use of facility fee for reception (Fellowship Hall) | \$300 |

Member deposit and non-member facility fees and deposit must be paid at the time the wedding is scheduled for the wedding date to be confirmed and held on the church calendar. Checks should be made payable to Brookwood Baptist Church with the bride's name and wedding date noted in the memo section.

Members and Non-Members Service Fees (the following fees are the same for members and non-members):

- | | |
|---|-------|
| 1. Wedding Coordinator | \$400 |
| 2. Sound Technician | |
| (a) Wedding & Rehearsal | \$250 |
| (b) Reception | \$150 |
| 3. Organist/Pianist | \$350 |
| 4. Minister (includes pre-marital counseling) | \$500 |
| 5. Custodial Fee (Choose the appropriate option) | |
| (a) Standard Wedding | \$300 |
| (b) Special set-up, such as removal of choir loft chairs
or other labor-intensive set up or clean up | \$350 |
| (c) Wedding and Reception | \$650 |

Members may pay service fees by check made payable to each individual service provider and given to the Wedding Coordinator at the rehearsal.

Non-members must pay services fees with cash in an envelope noting each individual service provider's name on the envelope. Envelopes must be given to the Wedding Coordinator at rehearsal.

Fees are refundable if the wedding is cancelled. The deposit is refundable following the wedding provided there is no damage to church property and all policies have been followed.

FLORISTS AND DECORATORS

- ◆ Decorations and floral arrangements not being left for the Sunday services must be removed by the florist immediately after the wedding.
- ◆ Florists may do preliminary set-up the day before the wedding. Confirm time with the Wedding Coordinator. Flowers for Saturday weddings 12 pm or later must remain in the Sanctuary for Sunday services.
- ◆ Please make arrangements with the Wedding Coordinator for time to enter church on wedding day.
- ◆ Decorations must not cause any damage to permanent furnishings.

If attached properly, flowers may be placed on the railing. See instructions:

1. Use plastic sheeting to cover the railing before the flowers are attached to avoid moisture on wood.
2. Attach flowers with existing hooks. Nails, tacks, tapes, etc. which damage the building/equipment are prohibited.
3. Pew markers for family members must be affixed without tape or wire or any material which may permanently mar the, deface, or injure any part of the building or equipment.
4. While working, please use plastic cloths/tarps to protect all surfaces. Remove all trash and clean area at least two hours prior to wedding ceremony.
5. Please use only ***silk petals or fresh white petals*** for flower girls to toss.

*Please inform florists and decorators that they are to abide by the Church's policies.
Provide your florist or decorator with a copy of these guidelines.*

Throwing rice, bird seed, confetti, or other materials is not permitted on church property.

**** When using candles, please be aware of the fire code for the city of Mountain Brook.**

PHOTOGRAPHERS

- ◆ Please arrange to take as many pictures as possible prior to the wedding ceremony. The Minister will be available for pictures immediately following the ceremony. Please take these pictures first.
- ◆ Pictures are not to be taken inside the Sanctuary during the ceremony with the exception (upon prior request) of the bridal procession and the bride and groom recession. **These pictures can only be taken from behind the last row of pews or the sound booth.**
- ◆ To prevent wax spillage, do not rearrange the candelabra(s) for pictures.

*Please inform photographer to abide by the Church's policies.
Provide your photographer with a copy of these guidelines.*

VIDEOGRAPHERS

- ◆ **Videographers may only record from the sound booth.**
*Please inform videographer to abide by the Church's policies.
Provide your videographer with a copy of these guidelines.*

CATERERS

The Fellowship Hall and adjoining kitchen facilities are available for the reception when the wedding ceremony is performed at Brookwood Baptist Church. The bride and caterer will determine room arrangement. The custodial staff will prepare the room the night before the reception, according to the instructions provided by the bride. The caterer must contact the Wedding Coordinator one week prior to reception and discuss final arrangements. The caterer has access to the room only within the provisions below.

- Caterers should clear with the Wedding Coordinator the time when equipment, supplies, decorations, etc. for reception are to be brought to Fellowship Hall.
- The Fellowship Hall and kitchen will be unlocked four hours prior to the wedding unless other arrangements are made with the Wedding Coordinator.
- The refrigerator and freezer are not available for storage prior to the wedding day. There is no mechanical dishwasher. An ice machine and food warmer are available for your use.
- All caterers using the church's facilities are expected to leave them clean and orderly. Damage that occurs is to be reported to the Director of Administration immediately and arrangements made for any necessary repair charges.
- Our custodians are responsible for setting up the church facilities immediately following a reception for the next day's activities. Any delay in finishing your work will delay their schedule. All supplies and equipment must be removed from the building immediately following the reception.

***The bride should inform the caterer that he/she is to abide by the Church's policies.
Please provide your caterer with a copy of these guidelines.***



Brookwood
BAPTIST CHURCH

APPLICATION AND FORMS

The Application and Agreement forms should be completed and returned to Administrative Assistant, Rory McConnell, as soon as possible, along with the deposit and/or use of facility fees (facility fees are for non-members only). This action will confirm your Wedding date.

The remaining forms must be completed with the assistance and advice of the Wedding Coordinator. ***Facilities requests for wedding and drawing of Fellowship Hall reception set up and decorations should be completed and returned to the Wedding Coordinator at least one month prior to the wedding.*** The Wedding Coordinator will provide copies of the completed forms to the Director of Facilities/Property for approval.

CHECKLIST

This list is provided for your convenience to assist in planning your wedding.

- _____ 1. Check the minister's availability before you reserve a date for your wedding.
- _____ 2. Check the availability of the facility for the desired date with the Administrative Assistant, Rory McConnell, 205-967-0441 ext. 210.
- _____ 3. Meet with the Wedding Coordinator to go over the wedding policy and begin the process of making your choices with the florist, caterer, photographer, etc.
- _____ 4. Complete the application forms and provide deposit/payment for the use of facilities to the Administrative Assistant, Rory McConnell. The facility is not reserved until the forms and the payment are received.
- _____ 5. Contact the Church Organist/Pianist regarding her availability.
- _____ 6. Contact the Sound Technician regarding his availability.
- _____ 7. Distribute the vendor forms to Caterer, Photographer, Florist, etc.
- _____ 8. Make an appointment with the officiating minister for recommendation of premarital counselors.
- _____ 9. Contact Music Minister for music approval.
- _____ 10. Give your Wedding Coordinator the name(s) of the friend or family member who is responsible for removing all property of the wedding party from the dressing areas no longer than one hour after the wedding or two hours after the reception.
- _____ 11. Fees to be paid to individuals (Custodian, Wedding Coordinator, Sound Technician, Organist/Pianist, and Minister) should be given to the Wedding Coordinator at the Rehearsal. She will distribute the checks on the day of the wedding.

APPLICATION

For use of Brookwood Baptist Church
Facilities for Weddings

Wedding Date_____

Confirmed by_____

Date Confirmed_____

(for Church Office use only)

BRIDE_____

Address_____

Home Phone_____ Cell Phone_____

Email address_____

Christian?_____ Church Member?_____ Where?_____

Parents_____

Address_____

Home Phone_____ Cell Phone_____

Email address_____

Church Membership of Parents_____

GROOM_____

Address_____

Home Phone_____ Cell Phone_____

Email address_____

Christian?_____ Church Member?_____ Where?_____

Parents_____

Address_____

Home Phone_____ Cell Phone_____

Email address_____

Church Membership of Parents_____

REHEARSAL:(date and time)_____ **WEDDING:**(date and time)_____

Church Facilities Desired (please check):

Sanctuary_____ Chapel_____

Fellowship Hall_____ Bride's Dressing Room_____

Groom's Dressing Room_____

Minister:_____

If you choose a minister other than one of Brookwood Baptist Church's ministers to perform your ceremony, complete the Officiating Minister Form and return it to the Pastor's office at least one (1) month prior to the wedding date. Normally, we will approve only ministers who are ordained and experienced.

Bride's Signature

Groom's Signature



BRIDE _____
WEDDING DATE _____

AGREEMENT

- ◆ I have read and understand all policies presented in this Wedding Policy.
- ◆ I agree to abide by all the guidelines stated.
- ◆ I agree to review these regulations with those involved in my wedding (wedding party, florist, caterer, photographer, videographer) and ensure that they uphold these policies.
- ◆ I understand that Brookwood Baptist Church is not responsible for lost or stolen personal items or equipment brought to the church for rehearsals, weddings, or receptions. The building will be locked one (1) hour after the wedding ceremony or two (2) hours after the reception; I will collect all personal items before that time.
- ◆ I agree to reimburse Brookwood Baptist church for any damage to the church's property resulting from actions of the wedding party, guests, etc.
- ◆ I understand that if these policies are not followed, my deposit may not be refunded to me.
- ◆ Premarital counseling will be provided by _____ and will be completed by (date) _____.
- ◆ **No fire arms are permitted on church campus** _____ (initial here)
- ◆ **Alcoholic beverages are not permitted on the church campus** _____ (initial here)
- ◆ **BBC is a smoke-free environment** _____ (initial here)
- ◆ **It is the prerogative of the Wedding Coordinator, Pastor, or representative of Brookwood Baptist Church to stop a wedding if any of these situations occur**
There will be no negotiation on this point _____ (initial here)

Please instruct your wedding party to honor these policies.

Bride's Signature

Date

Groom's Signature

Date

Return to your Wedding Coordinator



Brookwood
BAPTIST CHURCH

BRIDE_____

WEDDING DATE_____

GENERAL INFORMATION

The following information may be completed after your wedding date has been confirmed.
Please communicate this information to Rory McConnell, Administrative Assistant, at least four weeks prior to the wedding, earlier is preferred.

Director_____ Phone_____

Organist_____ Phone_____

Pianist_____ Phone_____

Other_____ Phone_____

Vocalist(s)_____ Phone_____

_____ Phone_____

Florist_____ Phone_____

Caterer_____ Phone_____

Photographer_____ Phone_____

Videographer_____ Phone_____

Address after Marriage:

Home Phone: _____

Return to your Wedding Coordinator



FLORISTS AND DECORATOR GUIDELINES

(Florist/Decorator Copy)

- ◆ Decorations and floral arrangements not being left for the Sunday services must be removed by the florist immediately after the wedding.
- ◆ Florists may do preliminary set-up the day before the wedding. Confirm time with the Wedding Coordinator. Flowers for Saturday weddings 12 pm or later must remain in the Sanctuary for Sunday services.
- ◆ Please make arrangements with the Wedding Coordinator for time to enter church on Wedding Day.
- ◆ Decorations must not cause any damage to permanent furnishings.

If attached properly, flowers may be placed on the railing. See instructions:

1. Use plastic sheeting to cover the railing before the flowers are attached to avoid moisture on wood.
2. Attach flowers with existing hooks. Nails, tacks, tapes, etc. which damage the building/equipment are prohibited.
3. Pew markers for family members must be affixed without tape or wire or any material which may permanently mar the, deface, or injure any part of the building or equipment.
4. While working, please use plastic cloths/tarps to protect all surfaces. Remove all trash and clean area at least two hours prior to wedding ceremony.

Throwing rice, bird seed, confetti, or other materials is not permitted on church property.

**** When using candles, please be aware of the fire code for the city of Mountain Brook.**

Thank you for abiding by the guidelines set by Brookwood Baptist Church.

I have read and agreed to the above guidelines:

Florist

Date

Company (if applicable)

Please return signed agreement to your Wedding Coordinator



PHOTOGRAPHER
(Photographer's Copy)

- ◆ Please arrange to take as many pictures as possible prior to the wedding ceremony. The Minister will be available for pictures immediately following the ceremony. Please take these pictures first.
- ◆ Pictures are not to be taken inside the Sanctuary during the ceremony with the exception (upon prior request) of the bridal procession and the bride and groom recession.
These pictures can only be taken from behind the last row of pews or the sound booth.
- ◆ To prevent wax spillage, do not rearrange the candelabra(s) for pictures.
- ◆ To prevent wax spillage, do not rearrange the candelabra(s) for pictures.

Thank you for abiding by the guidelines set by Brookwood Baptist Church.

I have read and agreed to the above guidelines:

_____ Photographer	_____ Date	_____ Company (if applicable)
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Please return signed agreement to Wedding Coordinator



VIDEOGRAPHERS
(Videographer's Copy)

- ♦ Video may be taken from the Sound Booth only.
- ♦ It is not permitted to move around to different locations to film.

Thank you for abiding by the guidelines set by Brookwood Baptist Church.

I have read and agreed to the above guidelines:

_____	_____	_____
Videographer	Date	Company (if applicable)

Please return signed agreement to Wedding Coordinator



CATERERS GUIDELINES
(Caterer's Copy)

The Fellowship Hall and adjoining kitchen facilities are available for the reception when the wedding ceremony is performed at Brookwood Baptist Church. The bride and caterer will determine room arrangement. The custodial staff will prepare the room the night before the reception, according to the instructions provided by the bride. The caterer must contact the Wedding Coordinator one week prior to reception and discuss final arrangements. The caterer has access to the room only within the provisions below.

- Caterers should clear with the Wedding Coordinator the time when equipment, supplies, decorations, etc. for reception are to be brought to Fellowship Hall.
- The Fellowship Hall and kitchen will be unlocked four hours prior to the wedding unless other arrangements are made with the Wedding Coordinator and the Food Services Director.
- The Food Services Director, or her designated substitute, must be present IF the kitchen is used for cooking and other major food prep.
- The refrigerator and freezer are not available for storage ***prior to the wedding day***. There is no mechanical dishwasher. An ice machine is available for your use.
- All caterers using the church's facilities are expected to leave them clean and orderly. Damage that occurs is to be reported to the Food Services Director immediately and arrangements made for any necessary repair charges.
- Our custodians are responsible for setting up the church facilities immediately following a reception for the next day's activities. Any delay in finishing your work will delay their schedule. All supplies and equipment must be removed from the building immediately following the reception.

Thank you for abiding by the guidelines set by Brookwood Baptist Church.

I have read and agreed to the above guidelines:

_____ Caterer	_____ Date	_____ Company (if applicable)
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Please returned signed agreement to Wedding Coordinator



OFFICIATING MINISTER

(If other than Brookwood Pastor or Minister)

Name_____

Address_____

City_____State_____Zip_____

Phone: Home_____Work_____Cell_____

Ordained Minister: Yes (☐) No (☐)

Denomination of Ordination:_____

Present Ministry:

Pastor (☐)

Staff (☐)

Other_____

Church where you serve or currently attend:

Name_____

City/State_____

Return to your Wedding Coordinator



SOUND TECHNICIAN

Bride's Phone (home)_____ (cell)_____

Groom's Phone (home)_____ (cell)_____

Wedding Date_____ Time_____

Rehearsal Date_____ Time_____

Microphones Needed:

_____Minister(s) _____Instrument(s) _____Vocalist(s)_____

*Indicate whether solo, duet, etc. Indicate where vocalist will perform (near organ, near piano,

etc.) _____

Do you wish to have an audio recording of the ceremony?_____ If so, the church will provide the CD and the Sound Technician will give it to your Wedding Coordinator following the ceremony.

FELLOWSHIP HALL

Sound system is requested for the Reception: _____Yes _____No

Minister of Music is reserving tape_____

To be played from _____(a.m.) (p.m.) to_____(a.m.)(p.m.)

Return to your Wedding Coordinator



Brookwood BAPTIST CHURCH

FACILITY

Bride's Phone (home)_____ (cell)_____

Groom's Phone (home)_____ (cell)_____

Wedding Date_____ Time_____

Rehearsal Date_____ Time_____

Photos will be made before the wedding_____ or after _____.

Church Facilities:

Will your reception be at the church?_____

Number of chairs needed:_____ (200 are available)

Number of tables needed: Round_____ Long_____
(Round tables are 60 inches and seat 8 comfortably. 30 are available.
Rectangular tables are 8 feet and 10 are available.)

Please draw a basic diagram of the desired set up of the tables and chairs in the Fellowship Hall on the back of this page, with the assistance and advice of the Wedding Coordinator. Extensive decorating that requires extra hours of custodial cleanup will result in additional custodial fees, to be determined by the Director of Facilities/Property.

Time the caterer will arrive:_____

(Fellowship Hall and Kitchen will be unlocked four hours prior to the wedding)

Time the florist will arrive (day and hour) _____

Will flowers be left for Sunday services? _____

Note: the church does have a kneeling bench available for use.

*****The Wedding Coordinator should provide a copy of this completed form to the Director of Facility/Property at least four weeks prior to the wedding*****



Brookwood

BAPTIST CHURCH

Wedding Policy

3449 Overton Road
Birmingham, Alabama. 35223

Phone (205) 967-0441
www.brookwood.org

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