



WEDDING PACKET



TENTH

PRESBYTERIAN CHURCH

17th & Spruce Streets

SENIOR MINISTER
Dr. Liam Goligher

MAILING ADDRESS
1701 Delancey Street
Philadelphia, PA 19103
215.735.7688
welcome@tenth.org
www.tenth.org

Dear Tenth Member:

We are pleased to know of your upcoming wedding. This packet will give you information about logistical questions you might have in planning your wedding at Tenth. Please read it carefully.

Tenth Church typically holds weddings for Tenth members only. The only exceptions are for members of other churches belonging to the Presbyterian Church in America and for members of sister churches with whom we already have a relationship. In such a case, we would need to receive a request from the church's minister. We are unable to perform weddings for couples in which partners attend separate churches from one another or are of differing faiths.

We believe that a Christian marriage means that the couple who are to be married are both Christians and adhere to the biblical standards regarding marriage and pre-marital relations. If a couple is living together or having sexual relations before marriage, we are unable to perform the wedding. Both groom and bride will need to meet with a Tenth minister to ascertain your Christian testimony and commitment.

Attendance at our "Preparation for Marriage Class" is required. You will need to sign the Statement of Faith printed on the other side of this letter.

Procedure:

1. Arrange an appointment with a Tenth Church minister.
 - Discuss wedding plans and Christian testimony.
 - Register with Rev. Carroll Wynne, Minister of Pastoral Care, for "Preparation for Marriage Class." Finalizing the wedding date is contingent upon the minister's confirmation and your completion of the Preparation for Marriage Class.
 - Give a tentative date. Only ministers may approve this date on the church calendar. No Sunday weddings can be scheduled at Tenth. Once you have approval from your minister, please complete a form for each event to be held at Tenth: wedding, rehearsal and, if applicable, rehearsal dinner and/or reception) at [tenth.org/events/new](https://www.tenth.org/events/new) (2-4 separate requests).
2. Plan your wedding ceremony with your minister and the music with the music director.
3. Return your payment and all three pages of the wedding reservation form a minimum of two months before your wedding.
 - Parking arrangements will be requested only after we receive this form
 - Tenth will use these details to update your information on our calendar.

As you prepare for your wedding, please be assured of our continued interest and prayers. We desire that the Lord Jesus Christ may be honored in your marriage and in your home, thereby making these the showcase of true Christian love and joy that they are intended to be. If you have any questions concerning the information in this letter, please email me at dboersma@tenth.org.

Sincerely,

Statement of Faith

I believe in one God who is a trinity of God the Father, God the Son, and God the Holy Spirit.

1. I believe the Bible teaches truly that Jesus Christ is the Son of God who became man, died on a cross, rose bodily from the grave, and ascended into heaven; that he will return again at the end of time.
2. I believe that by his death Christ redeemed (saved) me from my sins and reconciled me to God; that by faith alone I receive this salvation. Without the work of Christ, both dying and rising from the dead, I would remain lost in my sins. I cannot earn my salvation nor receive salvation through any other means.

Some helpful Scripture passages are:

Mark 10:45

John 14:5–6

Acts 4:8–12

Romans 5:1–11

1 Corinthians 15:12–28.

Scripture references about marriage include:

Genesis 2:18–25

Malachi 2:13–16

Matthew 19:3–9

Ephesians 5:23–33

Should you have questions about any of these statements or Scripture references, your minister would be happy to discuss them with you.

CONTENTS

Wedding Planning.....	1
Marriage License	1
Your Wedding Coordinator and Tenth’s Wedding Representative	1
Your Wedding Coordinator and You	1
Dressing Rooms	2
Prelude and Processional.....	2
Recessional.....	2
Departure.....	2
Wedding Ceremony Music.....	3
Flowers and Other Decorations	4
Photography and Sound	5
Still and Video Photography	5
Sound Engineering.....	5
Webcast	5
Parking	6
Rehearsal Dinners/Wedding Receptions	7
Honoraria, Facilities and Fees	7
Tenth Representative Responsibilities	8
Wedding Reservation Form—Page 1.....	8
Wedding Reservation Form—Page 2.....	8
Wedding Reservation Form—Page 3.....	8

Marriage License

- A Pennsylvania marriage license is required for your wedding.
- Give license to the minister before or at the wedding rehearsal.

Your Wedding Coordinator and Tenth's Wedding Representative

- You must select your personal wedding coordinator. Tenth requires that you have a personal wedding coordinator who is not part of the wedding party and who is designated to communicate with and answer questions for Tenth's wedding representative and the minister at the rehearsal and wedding. A paid professional is not required, but the coordinator needs to be competent and highly organized. Please give a copy of the entire wedding package to your coordinator. Once the bride has processed down the aisle, this person may attend your wedding. During any photos and until departure, this person will assist with photos or other tasks for you as needed and the removal of all wedding decorations after photos. Finally, your coordinator will review the sanctuary with Tenth's wedding representative to make sure nothing is forgotten.
- All logistical communication to the church about your wedding goes through Helen Sneller on Tenth staff, who will also keep the church's facility manager and, if needed, Tenth's wedding representative informed.
- If Helen cannot attend a wedding, one of Tenth's wedding representatives will work with your personal wedding coordinator at your rehearsal and wedding on behalf of the church. You do not select the church's representative. A representative has no responsibilities before the rehearsal. On your wedding day, Tenth's staff or wedding representative is responsible for security in the Narthex, and, in addition to working with your coordinator, can answer questions about parking and bathroom locations.

Responsibilities for You and/or Your Wedding Coordinator

- Communicate the wedding day schedule in advance of rehearsal to Helen and your coordinator (provide copies to wedding party in advance or at rehearsal), including where to be and at what time. Include the procession order and names of grandparents, parents, bridal party. The wedding party should arrive an hour before the ceremony or for pictures; two hours if dressing at Tenth; allow ample time for traffic and parking.
- In advance of the rehearsal, email Helen a copy of the wedding program for the sound engineers to use in planning.
- Before rehearsal: stress being on time and let attendants and others know to park at the garage at 1740 South Street, \$6 parking with stamped tickets (*only those who enter after 5 pm and use stampers in church lobbies get this price*). Street parking at meters is possible but not always available.
- Tenth's minister will conduct the rehearsal.
- Your coordinator attends rehearsal and works with Tenth's staff/wedding representative, minister, organist, wedding party, and ushers as needed to plan smooth flow for your wedding, assists with all entry cues for wedding party and others, and sets up processional positions. On the wedding day the coordinator can also answer questions for the wedding party, guests, the florist, and photographer, etc.
- During rehearsal, inform wedding party not to leave possessions unattended. It is preferable to give them to a friend for safekeeping. Alternatively, your wedding coordinator should plan with Tenth's wedding representative when the wedding party should deliver and retrieve items they want locked in C4.
- Coordinate ushers—who is ushering, seating people at the right time; who sits where (typically at Tenth the first row is left empty (or for bridal party); second row is parents; third row is for grandparents and other family members.
- Bring the wedding programs to the rehearsal; give to minister, organist, other musicians, sound engineer, Tenth representative, sextons, and others as desired.
- Tenth staff will photocopy Trinity Hymnal hymns *if requested in advance on the wedding reservation form with how many are needed for the wedding party*. These would be placed on the first pew for each member of the wedding party to pick up when hymns are sung. Any other photocopies of wedding material should be photocopied elsewhere and brought to the rehearsal.
- Plan how the programs, guest book, candle lighting, and unity candle (if applicable) are to be handled.
- Learn the arrangement of the bridal party during ceremony and if they should be seated at any time.
- Oversee decorating and removal of decorations. Put trash in trash cans.

- Let the church sextons know when they may begin to take the church's decorations down after any post-ceremony photography.
- Before leaving, your coordinator, with Tenth's representative, must check all the areas used for any items left, take them, and get them to the owners; Tenth is not responsible for items left behind.
- Work with the minister and organist to coordinate the procession and ceremony; typical Tenth procedures follow; variations are acceptable, with approval.

Dressing Rooms

- Bride and attendants use Catacombs and C4 (below Sanctuary).
- Groom and attendants usually use the Nursery areas off Reception Hall (same level as sanctuary).
- These are the only on-site options for getting ready (and included in the sanctuary fee for this purpose). Tenth reserves the right to assign a different location in the case where those might not be available.
- Please do not leave personal items, purses, etc., unattended in unsecured areas (Tenth is not responsible for your personal belongings). We can provide locked storage for personal items in C4 or a closet during your wedding ceremony—your coordinator can handle the arrangements with Tenth's staff or representative.

Prelude and Processional

- When all members of the wedding party are in place for the procession (5 minutes before service should start) and when most guests have arrived, signal the organist, who will then start the last prelude piece.
- During the last prelude piece, special guests are seated (mother of the bride, etc.; know who is to be seated where and by whom).
- The organist pauses after the last prelude piece; the minister, groom, and groomsmen come in from the southwest sanctuary entrance during the silence.
- The organist plays the music for the bridesmaid processional and they go in; the first should be halfway up the aisle before the second starts, etc.
- The center back doors are closed after the last bridesmaid or flower girl.
- The organist finishes the bridesmaid's music and begins the bride's processional music. On the first chord, the ushers (or coordinator and representative) open the center back doors for the bride and her escort; center doors are closed once the ceremony begins; ushers (The church's staff/representative stay in the Narthex for security and to open the doors for the bridal party when they recess.
- Familiarize yourself with general wedding practices, such as how the bride is escorted in (on the left "bride's side" of the aisle).

Recessional

- Plan for dismissal of guests and instruct ushers.
- Plan for the receiving line (if any). Know where each person should be/in what order.

Departure

- Guests should be instructed not to linger in the church sanctuary after the wedding. Have a plan for what guests should do after your wedding. If your reception is elsewhere and there is a time gap between your wedding and reception, please provide and notify your guests with options (such as relaxing at their hotel, going to a coffee shop, taking a walk to enjoy Rittenhouse Square, or exploring the neighborhood's other nearby attractions).
- Wedding parties must notify the church of any use of limos, carriages, trolleys, buses, etc., and discuss parking with us.
- Bubbles are permitted outside (all other materials are prohibited because of safety and/or health concerns related to the environment, birds, rodents, etc.)

Please make an appointment to meet with Tenth's Director of Music and Organist Colin Howland up to six months before your wedding to discuss the service music. The best way to initiate contact is via email: chowland@tenth.org. This meeting generally lasts 30 to 40 minutes. If you are making plans long distance and cannot meet in person, phone meetings will be just fine.

Musical Coordination

Colin will guide and help you through the process of facilitating all of the musical details for your wedding service. This includes:

- Helping you choose your musical selections
 - ▶ Processionals
 - ▶ Recessionals
 - ▶ Solos
 - ▶ Hymns
 - ▶ Prelude and postlude music
- Selecting an organist or pianist for your service
- Helping you hire any additional musicians if that is wanted
- Helping you organize and proofread your wedding program, especially listing the musical selections and where they fit in the service
- Helping coordinate rehearsals with the musicians the weekend of the ceremony
- Screening and approving all guest musicians
 - ▶ All musicians who are not on the Tenth music staff must be approved through the Director of Music.
 - ▶ Tenth encourages the participation of musical family members and friends, so please be prepared to give their musical background and what role you want them to play during your meeting with Colin.

Organist/pianist for your wedding service

Colin is generally available to play the organ and/or piano for your service. If he not available, he will find an excellent organist/pianist for you. The fee for an organist is \$250 for the wedding ceremony, and additional \$50 if you want him or her present at the rehearsal.

Things to consider before your meeting with Colin

- Listen to some music before the meeting to narrow down your musical ideas.
- Think about whether you want a vocal soloist or any instruments other than piano or organ for your service. If you want to hire professional musicians, consider budget. Professionals cost about \$200–\$250 per musician.
- Do you want to have congregational hymns during the service? If so, one or two?
- Please respect Tenth Presbyterian Church as a house of Protestant Christian worship. All musical selections should seek as much as possible to honor and glorify God. Further information about how the Scriptures guide music making at Tenth Church is available through the Music Office.

This section applies to wedding ceremonies and, if at Tenth, your rehearsal dinner and/or wedding reception. The wedding party provides all flowers and other decorations and is responsible for removing decorations other than the church's candelabra or other church property.

- **No flowers or decorations may be placed on the pulpit or pianos.**
- Wedding party/florist/caterer is responsible for decorating and removing decorations *the same day* as the event. If you are leaving floral arrangements for the church, please note that on your form in advance.
- Your florist must contact Helen to review arrangements for delivery (hsneller@tenth.org or 215.735.7688x246); she is also available to answer questions.
- Kneelers, candles, bows, and other decorations for the pews are provided by the wedding party, usually through a florist. Since we have a tile floor, runners are not recommended. If you use one, you'd need a 75-foot runner with a slip-resistant backing.
- Tenth's decorations and furnishings, including the communion table and urns on the pulpit platform, are not to be moved or disturbed without prior arrangement. This is also true of furnishings in any other rooms used. If you have special requests related to this, include them with the wedding reservation form no less than 2 months in advance.
- Tenth has 12 candelabra that may be used along the center aisle. Each holds 3 candles, so if used, you or your florist must provide 36 (3 boxes) Colonial Candle of Cape Cod—12" *classic* tapers, available from a source of your choice or <http://www.candles.net/p/colonial-classic-taper-candles.html> or <http://www.capecandle.com/colonial-candle-classic-dinner-candles.aspx>. Your florist will need to provide bows made of ribbon at least 3" wide, which need to go around the pew end to cover the attachment of the candelabra to the pew. You could use as few as 8 candelabra (4 pairs), which would require 2 dozen candles. Note: heat and air conditioning must be turned off while candles are burning.
- From Thanksgiving weekend through December (and possibly New Year's weekend), Tenth decorations (trees, poinsettias, candles, and pew bows—church selection may be burgundy, cranberry, ivory, or red) must be used. You must provide a *matching set of* candles for sextons to install if you burn candles. Except during December, you may reduce the number of candelabra to minimize setup, cleanup, and number of candles needed. If you have a December wedding, please confirm timing and Tenth's Christmas color with Helen at least three months in advance of your wedding and before you submit your forms (color is usually determined in September when the candles are on sale).
- If the wedding includes using a unity candle, that may be placed on the communion table. The florist/wedding party must provide the unity candle, the two candles used to light it, holders for all three candles, and a cloth to protect the table (the table is 5 feet long by 2.5 feet wide by 32.5 inches high).
- Don't pre-freeze the candles.
- Protect surfaces in the buildings. Bows and ribbons must be tied on. Tape, screws, nails, tacks, and staples are not permitted. Decorative items may be placed on a flat surface (like a table) or tied in place. Any candles must be in glass containers that are taller than the enclosed tea lights or candles.
- Tenth's logo may not be used on invitations, programs, etc.—only on the parking placard provided by the church once we have the permit from the city for street parking for your wedding.
- Helium balloons may not be used in the facility.

Still and Video Photography

- Photographs/video of the wedding party may be taken during the processional and recessional.
- Photographs/video may be taken without flash during the service from either the back of the sanctuary or from the balconies, provided the service is not disturbed. Flash photography is not permitted during the wedding service.
- No photographs /video may be taken from the front of the sanctuary (pulpit area) until after the recessional.
- Please note that if candelabra are used, the first pair will be located at the third pew to give a wider angle for photographs. If installed candelabra are removed for photographs, they will not be reinstalled.
- Wedding party must inform photographer and guests of these policies. A note in the wedding program is a common way to communicate this.

Sound Engineering

- Amplification is necessary (see wedding reservation form to identify details). A sound engineer will be at the rehearsal to learn details.
- Sound system provisions include: a sound engineer (additional engineers are required if webcast is desired) and 2 wireless mics (to be used by the minister and the groom). Two stand mics and the pulpit mic are available as needed.
- Musicians do not need amplification.
- An audio recording will be made and archived. This recording will be emailed to you at the address you indicate. It will be in mp3 format.
- The video setup in the sanctuary, including camera positions, are fixed installations and not changed for weddings. If you would like other camera positions, consider hiring an external videographer.
- If you hire an external videographer, we can provide them with raw recordings of the sound system mix, or of each microphone. If this is desired, the sound engineer must be informed at least 15 minutes before the prelude begins.
- If your reception is here, please include any AV needs on the reception sketch you provide.

Webcast (additional fee required)

- Webcast begins when the prelude starts, or slightly before.
- We stream to SermonAudio, YouTube, and tenth.org. We recommend referring viewers to tenth.live ahead of time (personally for specific viewers as well as on your wedding website).
- A specific link at tenth.live will be created shortly before your wedding, where the video will continue to be available. It will also continue to be available on YouTube.
- An mp4 file will be sent to the email address you indicate, which you may distribute as you wish.

Parking and Parking Placards

- Your wedding reservation form is *due a minimum of two months* before your wedding. Information on the form is needed to request any parking options. Unfortunately, the city does not grant permission requested too early. Since we are unlikely to get permission before you need to send out invitations, the best way for you to inform guests is on your wedding website. You are responsible for communicating your parking information, including the specific times granted for your wedding, to your guests—see wording in the last item below. Tenth is not responsible for this.
- Street parking. Tenth will request street parking near Tenth for your wedding. A wedding parking placard is needed inside the car's front windshield for any street parking permitted—we will send that to you once parking is granted, along with your permitted times. Please do not change the appearance of the parking placard. Fill in the times you are granted on the placard—and in the notice below for your website. Then photocopy the two pages on two sides of one sheet of paper—you will need only half as many copies as guests because you will cut the pages in half. Make some extra to have in the Narthex at your wedding.
- Garage parking. The Penn Garage at 1740 South Street allows reduced (\$6) parking with stamped tickets (stampers in church lobbies) for Saturday weddings at Tenth. Tenth will notify the garage. This location is available for Friday or other weekday weddings and rehearsals *only if you enter past 5 PM*. Please consider this when planning weekday rehearsals or Friday weddings. Parking at street meters is usually not available.
- Posting on your wedding website.
 - ▶ Use the text in the next two points on your website—fill in the times for street parking that I email to you once we have permission:
 - ▶ Street parking. The City of Philadelphia permits parking in designated areas near the church, but you are responsible for complying with conditions and other information posted at tenth.org/parking, including street parking permission for special events, what to do if you get a ticket in error, and available reduced rate garage and lot parking. The specific times granted for street parking for our wedding: from _____ to _____ at these locations.
 - Both sides of Spruce from 17th to 18th
 - Both sides of 17th from Spruce to Pine
 - Both sides of 18th from Spruce to Pine
 - ▶ Garage parking. The Penn Garage at 1740 South Street allows reduced (\$6) parking with stamped tickets (stampers in church lobbies) for Saturday weddings at Tenth. This location is available for Friday or other weekday weddings and rehearsals only if you enter past 5 PM.

General Information

- Not permitted on any Tenth property: smoking, dancing, and alcoholic beverages.
- Nothing may be placed on pianos.
- See also Flowers and Other Decorations.

Caterer Responsibilities

- Catering and catering staff are provided by the wedding party.
- Caterer must provide a certificate of insurance naming Tenth Presbyterian Church as additionally insured (email to Helen Sneller at hsneller@tenth.org) and contact her to review arrangements, including room scheduling, floor plans, delivery, etc. (215.735.7688x246).
- Any rented tables, chairs, dishes, etc., provided by caterer must be set up and removed by caterer the same day as the reception.
- Wedding party/caterer provides all supplies (tablecloths, dishes/paper products, utensils, punch bowl, etc.) for rehearsal dinner or reception. Alternatively, Tenth does have some dishes and linens you may use. Make arrangements with Helen.
- If you do not have a professional caterer, we require a deposit of \$800, which will be returned less any damages to you once we have verified you have properly cleaned up after the event, including washing up any Tenth dishes, etc., you have used and laundering and returning linens within a week of the event (Tenth does not have a washer/dryer).
- Tenth has round tables in Fellowship Hall (60-inch diameter). We have 48-inch diameter round tables at 1710, first floor). Tenth has rectangular tables in Reception Hall (standard 8-foot rectangular tables). Our tables may be used but they may not be moved between buildings or floors in buildings. All serving tables will be standard rectangular 8-foot tables or some other size we have that you may request.
- Wedding party/caterer is responsible for clearing tables and returning spaces to as-found or better condition. Tenth is not responsible for items left behind.
- Caterer is responsible for putting trash in trash cans. Sextons will take those to the dumpsters.

Sexton Responsibilities

- Sextons will set up spaces being used with Tenth furnishings you reserved at tenth.org/events/new or indicate on the 3-page paper Wedding Reservation Form and setup diagrams you submit with payment at least two months in advance of the wedding (see pages 10–12 near the end of this packet). The sanctuary is to be ready before the wedding party arrives for rehearsal.
- If the reception is at Tenth, sexton setup is to be complete by the access setup time indicated on a regular room reservation form for wedding party to arrive to decorate and set up the wedding reception.
- During the rehearsal and wedding, the sexton is on site and on call at 215.735.7689 for the wedding rep and the wedding coordinator for emergency needs. The sexton maintains security on the Delancey side of the building and otherwise goes about his other work.
- Sextons will clean the room, vacuum, and take out trash after the wedding.
- Sextons are not responsible for catering duties/needs.

Honoraria, Facilities and Fees (see wedding reservation form for facility and audio fees that apply)

- Honoraria are not set fees. You are encouraged to consider the time a minister or our organist has put into preparation with you for your wedding and marriage. Other musicians you employ will have set fees.
- Minister Honorarium (\$250 suggested): payment should be made directly to the minister at rehearsal.
- Music fees are described in the music section of this document.
- For facility and other fees, see wedding reservation form. In addition, the wedding party is responsible for payment for any damage to church property.
- Any rehearsal dinner or reception location at Tenth (if desired) must be reserved with an additional reservation form; fees apply, depending on location(s). See page 3 of the wedding reservation form.
- Tenth's policy is that employees may not accept tips. Staff compensation covers these duties.
- No floor plan/layout changes after three days in advance of the event (i.e., no changes after Tuesday for a Saturday event).

- A ceremony can start no later than 5 PM if your reception is to be held here. The church must be vacated no later than 10 PM.

Wedding of _____ and _____
Name of Bride Name of Groom

Tenth's wedding representative represents the church and works with the couple's wedding coordinator (or the couple directly) at the rehearsal (to learn) and wedding (to implement) plans. The wedding representative should be prepared to advise (if asked) on general wedding etiquette/practices. This checklist is included here for your reference as to the responsibilities of Tenth's representative.

REHEARSAL	
<input type="checkbox"/>	Date and time: Wedding rep arrives at least 15 minutes before rehearsal start time.
<input type="checkbox"/>	Verify wedding coordinator contact information
<input type="checkbox"/>	Guest arrival time (to be confirmed with wedding coordinator):
<input type="checkbox"/>	Bridal party arrival time: for rehearsal at _____ for wedding at _____
<input type="checkbox"/>	Church space(s) needed for wedding:
<input type="checkbox"/>	Confirm that the Narthex has been set up properly with any requested table, lectern, etc.
<input type="checkbox"/>	Show bridal party men and women where personal items may be locked on the wedding day
<input type="checkbox"/>	Verify they are ready with marriage license
<input type="checkbox"/>	Lighting options in sanctuary, applicable to evening weddings with candles
<input type="checkbox"/>	Confirm correct brand and size of candles; install candles if sextons haven't been able to
<input type="checkbox"/>	Unity candle (must provide protection for table)
<input type="checkbox"/>	Verify that they have brought extra copies of their wedding parking placards for the wedding day
<input type="checkbox"/>	Note any special parking issues:
<input type="checkbox"/>	Remove Bibles and hymnals from the first row of pews; place under the pews if bridal party plans to sit during ceremony
<input type="checkbox"/>	Staff will photocopy hymns for bridal party if needed; sometimes they are printed in program; sometimes there are none
<input type="checkbox"/>	Check that hymn numbers are posted on boards if information was provided; check for accuracy
<input type="checkbox"/>	When are flowers arriving; where should they be put? _____ What happens to flowers and other decorations afterward?
<input type="checkbox"/>	Urns on the pulpit (do not move) used for flowers? _____ What happens to flowers afterward?
<input type="checkbox"/>	Do we need a place for gifts? Where? _____ Only if requested; ideally guests keep gifts until they arrive at reception
<input type="checkbox"/>	Who is responsible for taking gifts afterward (if applicable)?
<input type="checkbox"/>	Items left for departure require anything?
<input type="checkbox"/>	Learn wedding party order
<input type="checkbox"/>	Learn receiving line plans
<input type="checkbox"/>	Explain as needed what Tenth provides or does not provide
<input type="checkbox"/>	Other questions from wedding coordinator? Anything else needed?
WEDDING	
<input type="checkbox"/>	Date and time: Wedding party arrival time:
<input type="checkbox"/>	Wedding rep arrives at least one hour before wedding start time to open doors and put out door signs; open doors at least 30 minutes before start time for guests.

<input type="checkbox"/>	All doors need to be unlocked during weddings (as for any other service). Unlocking and locking them is part of your job, and you must remain in the Narthex for security. You also should answer the parking and bathroom location questions.
<input type="checkbox"/>	Before guests arrive, hang doorknob signs on left and right side doors that say to ENTER AT CENTER DOORS. At the same time, hang ENTER HERE on center entrance door handles. Signs have black Velcro straps; see photo below and put in numbered order, 1–4 (numbers are on white tags) Keep both exterior side doors closed (but unlocked) and have guests enter by the center airlock doors (keeps AC and heat in); gives room for the line for the guest book.
<input type="checkbox"/>	Confirm that heat and AC are cut off before any candles are lit.
<input type="checkbox"/>	Close curtains on both sides. Close interior side doors to the sanctuary (unless people are being ushered in that way). Usually everyone is ushered in via the center door. (Weddings have sometimes ushered people in via the side aisles; those arriving earlier would tend to move to the center aisle, making space for those arriving later at the other end of the pews or further back.)
<input type="checkbox"/>	Give signals to groom's wedding party, pastor, musicians, bride's wedding party as planned.
<input type="checkbox"/>	"Bride's side" is on the left as one faces the front of the sanctuary; "groom's side" is on the right.
<input type="checkbox"/>	When it is time to assemble the grandparents, parents, and bridal party (except the bride and her father/escort) for the processional, flip all ENTER signs (they are on a swivel clip to make this easy) and open groom's side exterior and interior doors for late guest entry. Close center air-lock doors, including the inside wooden doors and keep them closed (but unlocked) through the ceremony, including recessional (better lighting for pictures of the processional and recessional — no backlit photos, no late-coming guests in pictures of bride walking down the aisle).
<input type="checkbox"/>	Coordinator and rep close center sanctuary doors to assemble bridal party (late guests enter the groom's side sanctuary door, but they may cross to the bride's side by crossing through the back pews of the sanctuary). Open for processional (usually this order) grandparents, parents, bridesmaids, flower girl/ringbearer, maid/matron of honor). Usually everyone goes all the way to the front before the next person(s) start(s). The exception would be bridesmaids, who may go halfway and then the next one starts.
<input type="checkbox"/>	Close doors and assemble bride and her escort (bride takes left arm with her right hand and walks on the "bride's side" of the aisle). At musical cue, coordinator and rep open the sanctuary doors, staying out of view behind doors.
<input type="checkbox"/>	Close doors once the bride reaches the front. Open side sanctuary doors if desired.
<input type="checkbox"/>	Remain in the Narthex throughout the ceremony.
<input type="checkbox"/>	Remove exterior door signs and put them away later during the ceremony once it seems like all late guests have arrived.
<input type="checkbox"/>	Put away leftover wedding parking placards in left cabinet drawer. Clean and straighten lobby.
<input type="checkbox"/>	At the end of ceremony, open the center sanctuary doors as the couple is introduced and applauded.
<input type="checkbox"/>	Sign wedding license and the church's marriage book (optional to make this part of ceremony).
<input type="checkbox"/>	Check sanctuary and all areas used by wedding party with wedding coordinator to confirm nothing is left behind .
<input type="checkbox"/>	Remain in Narthex/sanctuary until the last guests have departed. Replace Bibles and hymnals properly.
<input type="checkbox"/>	Close and lock sanctuary doors. Then let the sexton know that the gates may be locked, and you can leave.



Due 2 Months before Your Wedding

Bride

Groom

Name

Street

City, State, ZIP

Home Telephone

Work Telephone

Email

Church membership

Parents' names

Street

City, State, ZIP

Telephone/Email

Permanent Address of Couple after Marriage

Name

Street

City, State, ZIP

Email

Home Telephone

Dates and Times

Rehearsal Date

Time

Wedding Date

Time

Wedding date in/out times

When pictures are to be taken

Minister performing ceremony

Organist/Pianist

Sound Engineer (to be added by office staff)

Church's wedding representative (to be added by office staff)

Church's sexton on duty (to be added by office staff)

Contact Information *Wedding Coordinator (required)*

Florist

Caterer

Name

Telephone

Email

Number of expected guests

Number of attendants

Use of candelabra

(men + women)

Yes—I have read and will comply with candle and bow requirements.

Please indicate the number of candelabra you plan to use—8, 10, 12, or 14:

No

Guest book table type for Narthex

- Podium (wooden, with slanted top at comfortable writing height)
 Café table (2 feet square; 48 inches high) Table (4 feet x 18 inches, 30 inches high)

Use of the hymnal board in front of the Sanctuary (include hymn title and Trinity Hymnal number for 1 or 2 hymns for congregation).

Hymn 1: _____ Hymn title: _____

Hymn 2: _____ Hymn title: _____

- No need to post; we are printing in program
 No hymns will be sung

Describe any other setups needed for guest arrival in the Narthex or any other requests. Please also note any limos, carriages, or other special requests here:

Additional locations for bridal shower, rehearsal dinner, getting ready, reception (fees apply; see next page); check all that apply and specify use (subject to availability); additional forms will be provided

- Fellowship Hall (41 by 78 feet) and adjacent kitchen. Capacity: 225 persons (175 seated at tables).
 Reception Hall (36 by 56 feet), just behind Sanctuary. Capacity: 200 (100 seated at tables).
 Catacombs, below Sanctuary. Capacity: 175 (80 seated at tables).
 1710 first floor conference room(s) and kitchen in basement—capacity 50 (50 if everyone is seated at tables in the large conference room)
 Reception will not be at Tenth.

Sound Engineering/Webcast

- Locations of any speakers/readers:

- Any other notes re audiovisual needs/services:

We would like a digital audio mp3 file to be emailed to:

We would like our ceremony to be webcast live. Please indicate the start time of the prelude music: _____

We would like a digital mp4 file (audio and video, comparable in quality to a Sunday livestream, to be emailed to:

Giving records at Tenth Presbyterian Church

In order to properly handle your giving records, Tenth needs to know if you plan to file taxes separately or jointly for the calendar year in which you are married. If you file jointly, we will need to combine your giving records for the year in which you are married. If you will file separately, we will keep your giving records separate. Please note that records can be combined or kept separate only for full calendar years. We cannot advise you on what filing status is appropriate for you; please consult with a tax advisor. Contact Melissa at mfrederick@tenth.org if you have questions about the four categories in this list.

- Combine our giving records for the current year (the year of our wedding).
 Combine our giving records, beginning in the calendar year after our wedding date.
 Keep our records separate until we notify you that we want them combined in a future year.

This does not apply to us.

Return all three pages of the wedding reservation form with the total amount for facility fees a minimum of two months before your wedding to guarantee use of facilities on the indicated date and time. Check those that apply.

Check	Facility and Other Fees	Members	Non-Members
✓	Sanctuary (incl. dressing areas described in this packet)	NA	\$ 800
<input type="checkbox"/>	Fellowship Hall (incl. kitchen)*	NA	\$ 500
<input type="checkbox"/>	Reception Hall (incl. kitchenette and/or FH kitchen)*	NA	\$ 300
<input type="checkbox"/>	1710 first floor conference rooms (incl. FH kitchen)*	NA	\$ 300
✓	Wedding fees (required for all)	\$100	\$ 100
✓	Sound Engineering fee (required for all)	\$100	\$ 100
<input type="checkbox"/>	Webcast fee (same fee if video recording is desired)	\$ 80	\$ 80
	Total		

*These locations may be rented for private events when available, such as bridal showers, rehearsal dinners, and wedding receptions (please request fee schedule).

If your reception will be at Tenth, please fill out a regular room reservation form at tenth.org/events/new and also create/draw the setup plan of your reception room to show how you would like these set up:

- Bridal table and number to be seated there
- Arrangement of chairs and tables for guests
- Serving tables for food and beverages
- AV needs
- Gift table or any other special arrangement of furniture
- Receiving line, if applicable

I have read and will comply with requirements described in the wedding information package.

Signature

Date



17th & Spruce Streets

MAILING ADDRESS

1701 Delancey Street
Philadelphia, PA 19103

p 215.735.7688

f 215.735.3960

welcome@tenth.org

www.tenth.org