



WEDDING PACKET

*Updated October 2021*





# 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 in Christian marriage which means that the couple who are to be married are both Christians and adhere to the biblical standards regarding marriage. 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](http://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.

We rejoice with you on your upcoming marriage. We desire to support and assist you in planning a joyful event that glorifies our Lord. Please email me at [hsneller@tenth.org](mailto:hsneller@tenth.org) if you have any questions concerning the information in this letter.

Sincerely,

Helen

**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.

Bride \_\_\_\_\_ Date \_\_\_\_\_

Groom \_\_\_\_\_ Date \_\_\_\_\_

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### Marriage License

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

### Your Personal Liaison and Tenth's Wedding Representative

- Tenth requires that you have a personal wedding liaison, who is not part of the wedding party and 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 liaison ideally needs to be organized. Please give a copy of the entire wedding package to your liaison. 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 liaison 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 liaison at your rehearsal and wedding on behalf of the church. Tenth wedding representative will be selected for you. Tenth 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 liaison, can answer questions about parking and bathroom locations.

### Responsibilities for You and/or Your Personal Liaison

- Communicate the wedding day schedule in advance of rehearsal to Helen and your liaison (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 liaison 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, your liaison can also answer questions for the wedding party, guests, the florist, and photographer, etc.
- During the rehearsal and ceremony, Tenth is not responsible for any lost or missing items. If desired, your wedding liaison may coordinate with Tenth's wedding representative to store any items locked up, 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, 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. Discard 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 liaison, 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 liaison can handle the arrangements with Tenth's staff or representative.

#### Prelude and Processional Guidelines

- 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 liaison 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

- 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, coffee shop, walk around Rittenhouse Square, or exploring nearby attractions).
- Wedding parties must notify facilities manager, Matt Clouse at [mclouse@tenth.org](mailto:mclouse@tenth.org) of any use of limos, carriages, trolleys, buses, etc., and discuss parking.
- 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](mailto: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. (215.735.7688 x236)

#### 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 desired.
- 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 Colin, 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's 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.

- **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](mailto: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.
- 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).
- Please 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.

### 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](http://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.

### HONORARIA 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.

***(Please skip this page if the rehearsal dinner and reception are offsite.)***

#### General Information

- Not permitted on any Tenth property: smoking, dancing, and alcoholic beverages.
- Please do not place anything on the pianos.
- See also Flowers and Other Decorations.

#### Caterer/Your Party 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](mailto: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. Tenth does not provide table linens and napkins.
- We require a deposit of \$400, which will be returned after a satisfactory inspection. We will also deduct for sexton overtime in the case of late departure.
- 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/Your Party is responsible for discarding trash and bag them up. 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](http://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 page 10). 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 Tenth wedding representative and your wedding liaison 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/your party service.

Due 2 Months before Your Wedding

*Bride**Groom*

Name

Street

City, State, ZIP

Cell Phone

Work Phone

Email

Church membership

Parents' names

Street

City, State, ZIP

Telephone/Email

Permanent Address of Couple after Marriage

Name

Street

City, State, ZIP

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

Your Wedding Liaison

Sound Engineer (to be added by office staff)

Tenth Wedding Representative (to be added by office staff)

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

Contact Information *Wedding Liaison (required)**Florist**Caterer (if applicable)*

Name

Telephone

Email

Number of expected guests

Number of attendants

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 (If it's from the Trinity Hymnal, include the hymn #. If you are singing songs not listed in the Trinity Hymnal, please coordinate with the music director for the program.)

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:

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

- Reception will not be at Tenth.  
 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).

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:

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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:

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Return all three pages of the wedding reservation form to Helen Sneller at [hsneller@tenht.org](mailto:hsneller@tenht.org) 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
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	Wedding fees (includes sound, sexton, and Tenth wedding rep)	\$300	\$300
<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](http://tenth.org/events/new) and 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 understand 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