

*Your
Wedding
at Evergreen
New Hope*



Evergreen Church

Updated 4/27/2017

Wedding Planning Packet

Evergreen Wedding Requirements

Congratulations on your engagement. In order for us to host your wedding here at Evergreen Church you must:

1) Have successfully completed a pre-marriage class offered by the Evergreen Church prior to your wedding date. Contact one of the pastors to learn more.

Doug Patterson 612.237.8894 dpatterson@evergreennewhope.com
Mark Stiglicz 612.749.1784 mstiglicz@evergreennewhope.com

2) Agree to have an Evergreen/Urban Refuge/Rock pastor participate in the wedding ceremony.

*If you are able to satisfy the two criteria listed above prior to your wedding date, then please read this wedding planning document over and send in your request to ensure your preferred wedding date is available. **Your request may take up to two weeks for confirmation.***

*To begin the Evergreen wedding process, please complete the **Wedding Information Form** (pages 9-11).*

*Mail it to: Evergreen Church
3351 Independence Ave N
New Hope, MN 55427
Attn: Wedding Coordinator*

We look forward to helping you plan your wedding ceremony.

Evergreen Church Contact

Your Evergreen Wedding Facility Coordinator

Upon confirmation of your wedding date, an Evergreen Wedding Facility Coordinator will be assigned to assist you with your use of the church facility. Upon confirmation of your wedding date, please schedule the Initial Meeting with this Wedding Facility Coordinator.

Even a small wedding can be logistically complex. Your Wedding Facility Coordinator will take the guesswork out of coordinating the “church” side of your wedding. Your Wedding Facility Coordinator will:

- Serve as your Evergreen liaison - available to answer questions, plan, and direct all Evergreen people, procedures, policies, rooms, and equipment*
- Direct the rehearsal along with the officiating Pastor.*
- Direct facility-related wedding day activities of the church staff, flowers and rental decorations deliveries, caterer, photographer, musicians, and vocalists*

At the Initial Meeting with your Wedding Facility Coordinator, you will tour the church, review the Wedding Planning Packet, and put together the general plan for your use of the facility for your wedding.

Please schedule the second and final meeting with your Wedding Facility Coordinator for six weeks prior to your wedding. At this meeting you will finalize all facility related details of your wedding. To this meeting, please bring the facility fee payment (if applicable), and music and projection data.

Wedding Couple's Checklist

<i>Date Due</i>	<i>Item</i>	<i>Completed</i>
Prior to wedding date	Evergreen Pre-Marriage Class must be completed	
Prior to wedding date	Arrange with an Urban Refuge/Rock/Evergreen pastor to participate in your wedding ceremony	
As soon as possible, but at least 2 months prior to the wedding date	Send Wedding Information form (includes facility request) to EC Wedding Facility Coordinator	
Within 2 wk. of receiving wedding date confirmation	Schedule initial meeting with Wedding Facility Coordinator	
6 weeks prior to the wedding date	Final meeting with EC Wedding Facility Coordinator <i>Bring:</i> Facility fee payment, if applicable Marriage license Music and projection data	
1 to 3 days prior to the wedding date	Rehearsal <i>Bring:</i> Envelopes with Service Fees Wedding programs	
Wedding day	Marriage license signed by witnesses	

Evergreen New Hope

New Hope Wedding Facility Coordinator

Denise Hudson

Phone: 612-298-5478

Email: hudville@comcast.net

New Hope Facilities

If you would like to see the facilities available for your wedding, please contact a Wedding Facility Coordinator for a tour

Auditorium

Seating for up to 300 people

Equipment

The following equipment is available for your ceremony:

- *Basic microphone set-up*
- *Sound system*
- *Projection system*
- *Grand piano*

Great Room

Reception seating for approximately 200

60" round tables available

6 chairs per table

Rectangular tables also available for serving with 8 chairs per table

Can be used for a dance but wedding party would need to assist with table/chair take down in order to make room for a dance floor.

Kitchen

Catering kitchen only

*Food may be catered or brought in by the wedding party, but it must be pre-prepared. The wedding party must arrange to bring in table linens and dishes. **Alcoholic beverages are not allowed on church property.***

The wedding party is responsible for setting the tables (linens, dishes, etc.) and removing them. All receptions must be completed, including clean-up, by 9:00 P.M. unless otherwise approved by the Wedding Facilities Coordinator.

Wedding Facility Fees

New Hope Rooms	EC Member*	EC Attender**	Non-Attenders
Rental Fees – payable to Evergreen			
Sanctuary	Waived	\$150	\$300
Great Room & Kitchen	Waived	\$65	\$125
Service Fees – payable to individuals			
Wedding Facility Coordinator Fee – Wedding Only	\$200	\$200	\$200
Wedding Facility Coordinator Fee – Wedding and Reception***	\$350	\$350	\$350
Custodian – Sanctuary	\$100	\$100	\$100
Custodian -- Sanctuary & Reception	\$150	\$150	\$150
EC Sound System Technician**	\$100	\$100	\$100

*****Rehearsal** – Includes 1.5 hours of rehearsal time.

***Members** – have attended Evergreen membership class (at an Evergreen location or at The Rock or The Urban Refuge) and signed membership covenant document.

****Attender** – have attended Evergreen Church (or the Rock or The Urban Refuge) for at least 3 months.

Facility Fees

Facility fees, if applicable, payable to Evergreen Church (“Wedding Facility Fees [Location], [Wedding Date] [Couple’s Last Names]” in the memo section), are due to the Wedding Facility Coordinator **six weeks** prior to the wedding. These fees are non-refundable.

Service Fees

Service fees, payable to specific people, are due to the Wedding Facility Coordinator at the rehearsal. Any fees paid to musicians are the responsibility of the wedding party. Please note that payment is preferred in cash and there should be a separate envelope for each person providing service.

Wedding & Facility Policies

Liability: Evergreen Church is not liable for loss, damage, or injury to person or persons using or renting church facilities. If any physical damage to the church occurs by guests or the wedding party, the couple or their parents are responsible for the cost of repairs.

Facility Fees: All Facility Fees, if applicable, payable to Evergreen Church, must be provided to the Wedding Facility Coordinator six weeks prior to the wedding ceremony.

Service Fees: All Service Fees, payable to specific people, must be provided to the Wedding Facility Coordinator the night of the rehearsal.

Time & Day Limits: On Saturday, the latest ceremony is 5:00 P.M. with pictures before. Receptions must be completed by 9:00 pm. The sanctuary is not available Sunday mornings from 8:00 A.M. – 2:00 P.M. Weddings are not scheduled during Thanksgiving, Christmas or Easter weekend, 4th of July or during the last 3 weeks of December.

Decorations: The Sanctuary and Great Room are available for decorating 4 hours prior to the wedding start time. Any decorations must be removed immediately following the wedding. The wedding party is responsible for cleanup. The Wedding Facility Coordinator must approve all decorations. Some decorating may be done during rehearsal time if time allows.

Music: It may be instrumental or vocal, sung as a solo, duet, small ensemble, or congregation. All music selections should be reviewed with the Wedding Facility Coordinator.

Flowers: If not donated to the church, all flowers should be removed by the wedding party.

Furniture Limits: All furniture, band equipment, and church decorations are to remain in place unless approved by the Wedding Facility Coordinator. The Facility Manager is responsible for moving any furniture and band equipment.

Room Use Limits: Dressing rooms are assigned by the Wedding Facility Coordinator. If you need additional rooms, please make arrangements with your Wedding Facility Coordinator prior to the day of the wedding. The nursery is not available for weddings.

Smoking & Alcohol: Smoking and the use or possession of alcoholic beverages is not allowed anywhere in the building or on the church grounds.

Rice/Silly String: Rice, silly string, confetti, bird seeds, bubbles, flower petals, or any similar item is not allowed within the church. Blowing bubbles is allowed outside of the building.

Gifts & Personal Items: Evergreen assumes no responsibility for lost or stolen gifts or personal items. Please designate someone to be in charge of gifts and personal items at all times.

Projection System: Discuss with the Wedding Facility Coordinator.

Sound System: Discuss with the Wedding Facility Coordinator.

Wedding Program: Design, production and printing of the wedding program is the responsibility of the wedding couple.

Please read the Facility Use Policy for a full description on using the facility (found at www.evergreennewhope.com). You are responsible for this information.

Your Wedding

The Rehearsal

Rehearsals are usually held prior to the day of the wedding. Your Wedding Facility Coordinator will direct the rehearsal, according to all of the decisions the bride and groom have previously made. This relieves the bride and groom from remembering the logistics and details and enables them to fully enjoy the rehearsal along with their friends and family. The time allotted for rehearsal is 1.5 hours.

All members of the wedding party should attend the rehearsal. Bridesmaids, groomsmen, flower girls, ring bearers, readers, ushers, greeters, musicians, and parents should all attend.

Please bring the following items to the rehearsal and give them to the Wedding Facility Coordinator:

- *Service fees in envelopes (the Wedding Facility Coordinator will distribute them for you)*
- *Wedding programs (the Wedding Facility Coordinator will store them on-site until the wedding)*

The Wedding Day

With all the preparation over and decisions made, now is the time to relax and enjoy this special day!

Dressing Rooms

4 hours in advance of the ceremony your Wedding Facility Coordinator will open the church and church dressing rooms for the wedding party.

Flowers, Rented Decorations, & Wedding Cake

3 to 4 hours prior to the ceremony, flowers, rented decorations, and the wedding cake should be delivered. The Wedding Facility Coordinator will direct their initial placement based on the general design already decided on by the bride and groom. The church will not be open to accept these items prior to 4 hours before the ceremony.

Technician & Facility Manager

Before the ceremony the sound and projection technicians as well as the Facility Manager will arrive to set-up the rooms and conduct the initial test of the sound and projection equipment. The Wedding Facility Coordinator will provide them detailed guidelines based on decisions previously made by the bride and groom.

Musicians & Vocalists

2 ½ hours prior to the ceremony the musicians and vocalists should arrive at the Sanctuary. They will have 1 hour to conduct sound checks and practice prior to the wedding party's photo shoot. (Decorating by the wedding party will happen at the same time.)

Decorating

2 ½ hours prior to the ceremony the Sanctuary will be available for the wedding party to decorate. 1 hour is available before the wedding party photos begin. (The musicians and vocalists will be conducting their sound tests and practicing at the same time.)

Photographs

1 ½ hours prior to the ceremony the Sanctuary will be available for pictures of the wedding party for 1 hour. Additional pictures should be taken prior to this. If you would like an additional room for your photographer to set-up for portrait pictures, please arrange this with your Wedding Facility Coordinator at least 6 weeks prior to your wedding.

(Example: 5 P.M. ceremony)

- 1:00 P.M. Wedding party arrives and dresses
Flowers, rented decorations, and cake arrive*
- 2:30 P.M. Decorate Auditorium, South Gathering Space, Gym (1 hr.)
Musicians/Vocalists practice (1 hr.)*
- 3:30 P.M. Pictures at the church (1 hr.)*
- 4:30 P.M. Guests begin arriving*
- 5:00 P.M. Ceremony
Witnesses sign Marriage License*

Wedding Information Form

Please complete this form and mail it to Evergreen Church to reserve your wedding date. **Please print carefully.**

Bride's Information

Name (First Last): _____

E-mail Address: _____

Address: _____

City/State/Zip: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

EC Member: (Circle) BLM LKV NH Rock UR

EC Attender: (Circle) BLM LKV NH Rock UR

Groom's Information

Name (First Last): _____

E-mail Address: _____

Address: _____

City/State/Zip: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

EC Member: (Circle) BLM LKV NH Rock UR

EC Attender: (Circle) BLM LKV NH Rock UR

Wedding Contact (If other than the bride)

Name (First Last): _____

E-mail Address: _____

Address: _____

City/State/Zip: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Facility Needs

Sanctuary: _____

Great Room –Reception: _____

Who will be officiating at your wedding?

Name (First Last): _____

E-mail Address: _____

Address: _____

City/State/Zip: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

If the person officiating at your wedding is not an Urban Refuge, Rock or Evergreen pastor, please indicate which Urban Refuge, Rock or Evergreen pastor will also be participating in your wedding?

Evergreen Pre-Marriage Class

Have you successfully completed the Evergreen Pre-Marriage Class? (Circle) Yes or No

If yes, where did you take the class? _____

If yes, when did you take the class? _____

If yes, who were your instructors? _____

If no, you must successfully complete the Evergreen Pre-Marriage Class prior to your wedding date

Where will you take the class? _____

Who will be your instructors? _____

When do you expect to complete the class? _____

Prior to confirming your requested Wedding Date, the Wedding Facility Coordinator will confirm that you are registered to complete the Evergreen Pre-Marriage Class prior to your wedding date or that you have already successfully completed the class.

Wedding Information

Saturday wedding: Ceremony start times between 11:00 AM and 5:00 PM with pictures before.

Sunday wedding: Ceremony start times between 5:00 PM and 7:00 PM with pictures before.

Wedding (Date/Time):

	Date	Time
1 st Preference	_____	_____
2 nd Preference	_____	_____
3 rd Preference	_____	_____

By signing below:

1. You acknowledge you have read, understood, and agree to abide by the regulations for the use of church property as written in the Wedding Planning Packet and EC New Hope's Facility Use Policy document.
2. You agree to confine all wedding-related activities to the areas confirmed, and will use the building only during the hours designated.

Printed Name of Requester

Day Phone #

Signature of the Requester

Mail Wedding Information Form to:

Attn: New Hope Wedding Facility Coordinator
Evergreen Church
3351 Independence Ave N
New Hope, MN 55427

Please allow the Wedding Coordinator **two weeks** to confirm your request. The Wedding Coordinator will contact you when your request has been confirmed.

For Wedding Facility Coordinator use only:

Facility Reservations:

Rehearsal Date:

Ceremony Date:

	<i>Start Time</i>	<i>End Time</i>	<i>Set Up Time</i>	<i>Ceremony</i>	<i>Tear Down Time</i>
<i>Sanctuary</i>					
<i>Great Room</i>					
<i>Kitchen</i>					
<i>Bride's Dressing Room</i>					
<i>Groom's Dressing Room</i>					
<i>Additional Room #1</i>					
<i>Additional Room #2</i>					