

A close-up of a wedding bouquet held by a person in a white dress. The bouquet features a mix of white and peach-colored flowers, including tulips and roses, interspersed with dark green foliage and ferns. The stems are wrapped in a light-colored ribbon. The background is softly blurred, showing the person's hands and part of their dress.

Weddings at Foothills

Congratulations



You are getting married!

We are excited to host your celebration at Foothills Bible Church.

As you begin...



Dear Bride and Groom,

Your upcoming plans for marriage represent the most important life-decision you could make, next to accepting Christ as your Savior. We believe God instituted marriage for our happiness and pray God will grant this to you.

We believe weddings are a spiritual celebration where the Bride and Groom publicly seek God's blessing for their union. By having a wedding in our church, you are becoming a part of our official services. We believe marriage is a union ordained by God and marriage is an illustration of Christ and the Church. As such, the Church views marriage as a profound spiritual institution established by God. This

church defines "marriage" as the exclusive union of one man and one woman for a lifetime commitment.

It is our privilege and ministry to help you establish a marriage in which Jesus Christ is Lord of your lives and home. This is one reason why we require pre-marital mentoring. The foundations laid in the early planning of marriage will establish a lifetime of joy and happiness.

As you plan your wedding, questions will arise. We are here to help answer them and offer any suggestions you might need. Thorough preparation can make the difference between an enjoyable wedding day and a tense or worrisome day.

Please read over this booklet and note the steps to follow in planning your rehearsal and ceremony. If you are not currently active in a local church, consider joining us for worship. Good patterns of worship are one of the key ingredients to a successful marriage.

Please take the time to read FBC's Marriage Policy on page five and six of this document.

May you sense God's blessing and help as you make your plans for this all-important event.

Sincerely in Christ's love,

FBC Leadership

Wedding Planning Process



As the details of your day start to emerge, we are here to help guide your celebration into full bloom. This guide is a reference for the frequently needed information before having a celebration with us!



Ready to pick a date?

Provide the basic reservation information & deposit we need to place your celebration on our calendar! Need more investment information? Go to page 12 of this guide for available options. Reservations may only be made 1 year in advance.

[Wedding Deposit Form](#)

Have a question or two?

Our team is ready to help you with the planning details. You can email info@4fbc.org to set up a planning appointment or just to ask a quick question.

Pastoral Information

Don't forget to [schedule](#) your pre-marital counseling! Our pastors are here to serve and guide your preparation for a life together. There is \$35 fee associated with our discussion surveys and most couples start meeting 6 months prior to their ceremony date.

Using a guest pastor?

You are welcome to use an evangelical pastor from another church to officiate your wedding. Please request he complete the [Guest Pastor Request Form](#) for our pastors to review.

Wedding Coordinator

We want this day to be a celebration for you so please arrange for a wedding coordinator to assist with the details of your special day! Your wedding coordinator is requested to support the following responsibilities of your wedding day:

- *Wedding party preparation*
- *Coordinating vendors*
- *Assisting the pastor to cue the ceremony*
- *Removal of all your personal items & décor at the end of the celebration*



FBC Staff Support

Your date is on our calendar and we are here to quietly manage the facility needs for you!

FBC Event Coordinator:

On the day of your wedding, an FBC event coordinator is available to assist with ceremony & reception building set-up including backdrops, tables and guidance on decorations. These items will be planned during your planning meeting with our team.

Kitchen Coordinator:

If your reception is at FBC, we will also have a Kitchen Coordinator to provide answers to questions for your catering vendors or reception hosts on our kitchen equipment.





Ceremony Guidelines & Details

As we serve you during the celebration of your marriage, please review the following general guidelines we request of anyone using our building for a ceremony or reception. Thank you for your attention to these requests.



Building Guidelines

We respectfully request the dress and conduct of your wedding party be appropriate for a church campus.

Childcare is not available for weddings or receptions. Children should be supervised by their parents or guardians.

Smoking is not permitted inside the buildings.

Please do not bring alcohol on to the church property, including the parking lot.

Please do not have helium balloons in the auditorium.

We reserve the auditorium and reception areas the day prior to your wedding so you can decorate during business hours.

Please arrive at your planning meeting with decoration details so we can clarify and approve the décor requests.

Our FBC Event Coordinator will be available to assist with decoration questions:

Prior to moving any artwork or furniture, or attaching decorations to the walls or chairs, please confirm approval.

Ceremony Guidelines

We can provide partitions or wooden backdrops to conceal the stage worship set-up upon request, but we are not able to remove these items. Please do not allow guests or children to play on the instruments.

If you pursue musicians for the ceremony, we have a keyboard or piano on site you may request use of during your planning meeting.

The aisle is 67 feet long.

If you are using real flower petals dropped in the aisle as part of your ceremony, an aisle runner is required and is your responsibility to provide.



Reception Guidelines

You may use bubbles, bird or grass seed outside.

Please do not use rice at all.

Use of confetti or petals may require additional cleaning fees from your deposit.

Please provide your own servers and kitchen support team if using the kitchens to host the reception, replenish serving lines and clean up afterward.

If there is refrigerator or freezer space available on the day of your wedding, you are welcome to use it. We are not able to guarantee space and cannot store items for you.

Our kitchen coordinator can provide coffee upon request. Please request the appropriate quantity during your planning meeting and discuss additional fees.

You will need to provide your own tableware & tablecloths.

Our round tables are 5 feet in diameter.

Rectangle tables are 30 inches wide and available in 6 and 8-foot lengths.





Leaving the Building

Please request your wedding coordinator inspect and ensure the following are addressed before leaving on your wedding day:

- ◆ *Kitchen use: please clean the kitchen and remove all food and personal tableware. The kitchen coordinator is available to answer questions.*
- ◆ *Please remove all décor and personal items from the dressing, ceremony & reception areas. We are not able to store any décor or personal items past the wedding date.*



Planning Meeting Topics

Please request a planning meeting approximately 1 month prior to your wedding day. It is beneficial for the bride, groom, pastor & wedding coordinator to be a part of the conversation. Below is a list of topics we will cover in our meeting, please come prepared to provide information or action on the following:

- ◆ Final Payment for: FBC Building Use & FBC pastor if applicable
- ◆ If using guest pastor, provide proof of completion of premarital counseling,
- ◆ Confirmation of times for Rehearsal, Ceremony & Reception
- ◆ Confirmation of wedding party arrival time on wedding day
- ◆ Ceremony décor discussion including stage set up, & dressing location details
- ◆ Ceremony order discussion including media needs of slides, musicians, music, etc.
- ◆ Types of vendors arriving
- ◆ Reception décor discussion including table set-up, kitchen coordinators
- ◆ Other special details
- ◆ Other available options

Investment Information





Building Guidelines

- ◆ Ceremony Deposit: \$300
- ◆ Reception Deposit \$300
- ◆ Pastoral Fees: At FBC: \$300
- ◆ Pastoral Off-site: \$500, additional travel fees may apply

Ceremony location Options

This includes event planning prior to the wedding date, media support & FBC Event Coordinator during the ceremony. Other vendors, including videography, musicians, photographers, etc, are not included in this package.

Two hours of preparation time prior to the ceremony is included in this price including rehearsal in the auditorium. If your wedding party would like to request additional time in the facility to prepare, we request \$75/hour in addition.

- Auditorium \$800 (800 Guests)
- Awana Room \$800 (200 Guests)
- Prayer Room \$100 for Weekend or Evening (20 Guests)

We provide our prayer room for members during weekday business hours complimentary. The room does not have sound ability and is intended for small gatherings.

Reception or Rehearsal Dinner Options

Investment is listed in 4-hour time blocks but more than 1 block can be purchased if you need more time! This pricing includes event planning prior to your reception date & coordinators during the reserved time.

The space is available for decorating the day prior to your reception. If decorating outside of our office business hours, an FBC Event Coordinator will need to be on site and an additional hourly rate will be paid to the individual.

- *SHED Café \$600 (50 Guests)* This casual room has intimate tables, couches, and comfy chairs with a serving bar adjacent to the kitchen. This is great for a small, intimate gathering.
- *Lobby \$800 (60 Guests)* Set up is 10 round tables with 6 purple, upholstery chairs each.
- *Awana Room \$825 (100 Guests)* This room is set up with 13 round tables with 8 padded, metal chairs.
- *SHED Gym \$1, 125 (200 Guests)* This room is set up with 25 round tables with 8 padded, metal chairs.



Cancellation Process

If you need to cancel your wedding date, we may be able to provide a refund of your deposit. See the reference dates below for more information on refunds due to cancellation:

- ♦ *Cancellation more than 60 days from wedding date: 50% refund of deposit*
- ♦ *Cancellation within 30 days of wedding date: no refund of deposit*

If you need to request a cancellation, please email your FBC Event Coordinator.



Additional Services Upon Request



Videography

You are welcome to reserve your own photographer and videographer. If you would like a recommendation, FBC's preferred vendor is Adam Jostes with Epic Photography.

Email: ajostes@4fbc.org

Website: epiceditproductions.com

Additional Services Upon Request



Contract Musicians

If you would like to inquire availability of any of the musicians we work with on our worship team, you may [contact Erin](#) for their contact information.

We look
forward to
this journey
with you.

