



Wedding Planning Guide

Dear Bride and Groom:

Thank you for your interest in using our facilities for your wedding at Foothills Bible Church. We believe marriage is a beautiful and sacred gift from the Lord, given to us in order to put his greatness on display. Our desire is to help you get ready for your wedding day. More importantly, while we desire for you to have a wonderful wedding day, our greatest passion is for you to have Christ-centered, God-honoring marriage.

To help you think through all the various details and decisions that need to be made, we offer the following reference material and considerations to assist your planning process.

We will schedule a planning meeting with you soon. During this meeting, we will review the event logistics along with the service content. The topics covered in this guide will assist you in preparing for our meeting. We are excited for your special day!



Contacts

We look forward to helping you plan this service and guide you through the process. If you have any questions, don't hesitate to reach out to us.

Life Events Coordinator
Michele Force • mforce@4fbc.org
720-633-3895

Connection & Care Director
Wendy Holden • wholden@4fbc.org

Pastor
Chris Schultz • cschultz@4fbc.org

Foothills Bible Church
6100 S Devinney Way
Littleton, CO 80127
303-904-4322
www.FoothillsBibleChurch.org



Premarital Information

Because we want you to have a great marriage, we believe strongly that premarital education will help prepare you for a life of oneness. We offer **MERGE**, designed to help equip you for marriage in a fun, authentic, and engaging environment. We offer Merge in both a class setting and a 2x2 mentoring experience.



Pastoral Information



If you would like to have one of our pastors, deacons or elders help perform your wedding, Merge is a requirement as preparation for your marriage. To set up a planning appointment or to ask a question email info@gmail.com.

You are welcome to use an evangelical pastor from another church to officiate your wedding. Please send the contact information of the pastor to Chris Schultz at cschultz@4fbc.org so that we can follow up and confirm.



Wedding Planner

We want this day to be a celebration for you, so please arrange for a wedding planner to assist with the details of your special day! Your wedding planner 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 & decor at the end of the celebration



Foothills Life Event Coordinator

On the day of your wedding, your FBC Life Event Coordinator will be available to assist with the building set-up including backdrops, tables, and guidance on decorations. These items will be discussed during your planning meeting. Your coordinator will also provide answers to kitchen questions for your catering vendor or reception hosts.





Planning Meeting

We will work with you to schedule a Planning Meeting within 1-2 months of your wedding date (or sooner if you prefer). During the meeting, the following topics will be discussed. Feel free to also bring a list of your own questions.

- Final payment for the FBC building use and fees
- Premarital counseling plans
- Confirmation of times for rehearsal, ceremony, & reception
- Confirmation of wedding party arrival time on wedding day
- Ceremony decor, including set up & dressing location
- Types of vendors arriving
- Reception decor discussion including table set-up and kitchen needs



Weekend weddings at Foothills Bible Church will be limited to the SHED as we are unable to accommodate services in the auditorium due to staffing and facility limitations.



Pricing

Payment for your event is due in full at the time of your Planning Meeting.



SHED Gym Rental and/or outside lawn
(4 hours of use): \$400

Includes bridal party changing room

Set-up & tear down of tables & chairs: \$150
(optional)

FBC Event Coordinator Fee: \$200

On Site Rehearsal: \$100/hr

Other services, including videography, musicians, photographers, etc., are not included in this package. For a list of outside resources, see page 5.



Honorarium

Many people inquire about honorariums for the officiating pastor. We recommend that you provide an honorarium for your officiant in the amount of \$150-\$300. This can be given on the day of your event.



Cancellation Policy

Should you need to cancel your wedding date, please allow at least 2 weeks notice to receive a full refund. Cancellations made within 2 weeks will receive a 75% refund.



Ceremony & Reception Guidelines

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

- 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 onto the church property, including the parking lot.
- Please do not have helium balloons in rooms with high ceilings, such as the SHED gym or Loft.
- Prior to moving any artwork or furniture, or attaching decorations to the walls or chairs, please confirm approval from your FBC Event Coordinator.
- 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.
- You must provide your own servers and kitchen support team for reception refreshments. They are responsible for keeping the serving lines replenished and cleaning up afterward.
- There is a small kitchen for your kitchen team's use, complete with a standard-sized oven, stovetop, microwave, and refrigerator. Space in the fridge is not guaranteed, and we cannot store items for you. Ice is also available, but on a limited basis.
- You will need to provide your own tableware & tablecloths.
- No open flames on the church property. Please use battery operated candles.





Resources

Should you need additional assistance, here is a list of local resources.

Caterers

Biscuits and Berries - www.biscuitsandberries.com - 303-277-9677

Encore Catering - www.encorecatering.net - 303-707-0909

10% discount to FBC members

Contact: katie@encorecatering.net

Rocky Mountain Catering - www.cateringbyrm.com - 303-216-0553

Contact: events@cateringbyrm.com

Silver Spoons Catering - www.silverspoonscatering.com - 303-356-9009

Florists

Autumn Flourish - www.autumnflourish.com - 303-973-1526

Littleton Flower Shop - www.littletonflowershop.com - 303-798-9311

Mr. K's Flowers - www.mrksflowers.com - 303-936-4166

Pretty Petals - www.prettypetalscolorado.com - 303-798-9771

Veldkamps - www.veldkampsflowers.com - 303-232-2673

Foothills Bible Church does not endorse any of the above listed companies, but instead provides this list as a resource only.

Videography / Photography

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.

ajostes@4fbc.org

www.epiceditproductions.com

