

*Your Wedding*  
at First

# TABLE OF CONTENTS

Contact Information	3
Building Stronger Marriages Counseling	4
Wedding Liaison	5
The Rehearsal	6
The Ceremony	7
The Reception	8
Florist	9
Photographer	10
Wedding Music	11
Wedding Fee Schedule	12
Application	14
Wedding Music Form	15
Sound Engineer Form	16
Media Technician Form	17
Fellowship Hall Reception	18

# PERSONNEL DIRECTORY

First Baptist Tulsa Main (918) 587-1571  
Receptionist, Mary Northcutt

Pastor, Deron Spoo (918) 594-5019  
Assistant, Madelyn Elrod  
melrod@tulsafbc.org

Minister of Worship, Jeff Elkins (918) 594-5059  
Assistant, Tracy Crone  
tcrone@tulsafbc.org

Church Organist (918) 594-5052  
Bruce Wilkin

Wedding Scheduling (918) 594-5059  
Tracy Crone  
tcrone@tulsafbc.org

Counselor (918) 381-4313  
Heather Streich  
streichtulsa@yahoo.com

Food Service Coordinator (918) 594-5077  
Laura Dennis  
ldennis@tulsafbc.org

Wedding Liaison  
Bobbi Sanders  
bsanders@tulsafbc.org  
Kala Churchwell (918) 594-5096  
kchurchwell@tulsafbc.org

Please complete and return the last 5 pages to the church with your payment. Contact **Tracy Crone, Wedding Scheduler** to set a time to meet in-person to secure your date. You can make an appointment by calling **(918) 594-5059**.

# BUILDING STRONGER MARRIAGES

Many couples spend far more time and money preparing for their wedding than they do preparing for their marriage.

First Baptist Tulsa is committed to provide not only a special place for your wedding, but to also help provide a strong foundation for your marriage. Therefore, we want to introduce you to a very effective tool to help you make informed choices as you prepare for your marriage, and some very practical encouragement to assist you as you begin preparing for your life together.

## An Effective Tool

The tool is a premarital evaluation and guided interpretation by a qualified counselor based on the widely known and highly respected *Prepare & Enrich* pre-marital inventory. *Prepare & Enrich* is designed to help you recognize potential strengths and weaknesses in your relationship and to help you use that awareness as a foundation for growth. All weddings hosted by First Baptist Tulsa carry with it the requirement of undergoing the *Prepare & Enrich* inventory and counseling offered through the church or a counselor of your choosing that is certified in the use of the *Prepare & Enrich* inventory.

## The Process

Contact Heather to get started with setting up your pre-marital counseling sessions and for pricing information. Do this the same day you set the date for your wedding. The counselor uses the *Prepare & Enrich* pre-marital inventory. If you desire to use another certified *Prepare & Enrich* counselor you may do so. **The church must receive your certificate of completion 60 days prior to your wedding date.** Because of this, the pre-marital counseling process needs to begin as soon as possible. Contact **Heather Streich at (918) 381-4313** to set up your pre-marital counseling sessions and to get pricing information. Do this the same day you set the date for your wedding in order to provide appropriate time to complete the counseling sessions. Contact **Tracy Crone, Wedding Scheduler** to set a time to meet in-person to secure your date. You can make an appointment by calling **(918) 594-5059**.

We are committed to helping you begin your marriage on a strong foundation. Please let us know if there are other ways First Baptist Tulsa can assist you in your preparation for marriage.

# WEDDING LIAISON

**Couples wishing to conduct their wedding on First Baptist Tulsa property will be required to use the church's wedding liaison.** It is the goal of the wedding liaison to supervise the rehearsal and insure that the wedding and on-site reception flow smoothly. The wedding liaison serves as your key contact on behalf of First Baptist Tulsa.

The Wedding Liaison's responsibilities include:

- One Planning Session
- Rehearsal Coordination
- Wedding Supervision
- Reception Supervision (on-site receptions)

## Planning Session

The wedding liaison will contact you one month prior to your wedding to set up the planning session. The planning session provides an opportunity to review detailed requests for the wedding and to discuss possible options for the ceremony. The must meet with the wedding liaison before the ceremony to finalize the logistical arrangements of the ceremony.

## Rehearsal Coordination

The wedding liaison will supervise the wedding rehearsal to allow the wedding party to enjoy and focus on their roles and responsibilities for the wedding. This will include instructions on order of ceremony and positioning of wedding party.

## Wedding Coordination

The day of the wedding, the wedding liaison will be at the church no later than one hour prior to the ceremony to assist vendors where necessary.

## Wedding Reception

The wedding liaison will be available through the end of the on-site reception to answer questions and to assist in aiding the flow of the reception and ensuring a positive experience for both host families and guests.

# THE REHEARSAL

The rehearsal is a very important component to a successful ceremony. Careful attention to detail, proper planning and a bit of flexibility will make the rehearsal a relaxed, enjoyable experience.

The wedding liaison will take all the information you have provided and create an efficient and thorough plan for your rehearsal that will aid in the expediency of the rehearsal. The wedding liaison is a veteran of many ceremonies, and will lead your rehearsal with great care.

## Following are some important tips to remember:

1. It is important to follow the wedding manual guidelines so the wedding liaison has complete information.
2. Please make sure all vendors have received instructions and meet requirements set by the church before loading in their equipment.
3. Please be sure the wedding party is aware of the proper time and location of your rehearsal. If rehearsal times are changed, you must notify the church. If you do not notify the church of your time change, we cannot guarantee the appropriate staff to be present at the rescheduled time.
4. Please allow appropriate time during your rehearsal preparations for the musicians to rehearse with the audio technician.
5. Please remember that there are some decisions only a bride can make while the rehearsal is in progress. Your patience and flexibility here are appreciated.
6. You may enter the building on the day of the rehearsal at noon to set up and decorate.

# THE CEREMONY

Your wedding ceremony is an event that you, your family and friends will remember the rest of your lives. Our goal is to work hard in the early planning stages and during rehearsal so your ceremony contains no surprises and is a beautiful service, joining two lives as one.

Please be sure all participants are at the church on time, in their appropriate locations. Please contact all vendors and make complete and timely arrangements with them as well. The wedding liaison will be here for last minute questions, to ensure the ceremony begins on time, the participants are in their appropriate places and that everything is in order for your once-in-a-lifetime experience.

The church will be open four hours prior to the ceremony begin time to allow ample time for all pre-ceremony activities (dressing, photography, etc.)

**The church worship center will close one hour from the conclusion of your ceremony unless prior arrangements are made with the church.** All decorations and floral arrangements are to be removed from the building by that time.

Please make sure all vendors are aware of the time constraints, and are prepared to remove their equipment following the completion of the ceremony and appropriate photography.

Let the celebration begin!

# THE RECEPTION

We welcome the use of our fellowship hall for receptions. However, due to the nature of the equipment in the kitchen and for the safety of those who use it, we require the use of our food services coordinator in order to use our kitchen equipment. If someone other than our food services coordinator is used to prepare and serve food for your reception at the church (a private caterer), the food services coordinator or a food service staff member must be present and must be compensated for supervision of the kitchen facilities. Please notify the church office immediately if you will need the use of the fellowship hall kitchen.

The food service coordinator will be able to assist with the following:

- Mix and replenish punch as needed
- Assist catering personnel in replenishing prepared food as required.
- Rinse dishes and containers used in food preparation and serving.
- Help remove the decorations from the tables.
- Clean up kitchen and serving area after the reception is completed.

The food services coordinator will not be able to provide the following:

- Punch bowls, ladle and trays
- Silverware, crystal or china
- Coffee pots
- Table linens
- Paper goods
- Food or drink products

When a reception is planned without the services of a caterer, careful planning is important. Someone OTHER THAN the bride, groom or immediate family should be in charge of decorating, mixing the punch and instructing the wedding party concerning reception protocol, etc...

Furniture is to be moved only by First Baptist Tulsa personnel. The grand piano in the Cincinnati room is not to be moved at any time. Please do not place items on any musical instrument in the facility.

We do allow for the couple's first dance and the Father/ daughter dance but no other dancing is allowed. First Baptist Tulsa does not support dancing in its reception areas. Please take advantage of the many local facilities that are more appropriate for dancing at your reception.

The possession or use of alcoholic beverages and/or tobacco is strictly prohibited on First Baptist Tulsa property. Use of alcoholic beverages will result in immediate forfeiture of deposit.

No rice, confetti or other such items may be thrown inside the facility. Rice should not be used at all, as it could cause an accident on the sidewalk. Birdseed may be thrown outside the church only.

Receptions held in the Cincinnati room do not require a food service representative. A small refrigerator is available for your use, but caution must be used due to the small size of the unit. Careful attention to detail in setup and cleaning of this room is very important.

Receptions must conclude and premises vacated by 9:00 pm

*It is the responsibility of the wedding party to inform their caterer of these policies.*

# THE FLORIST

A creative florist can offer wonderfully beautiful enhancements for any ceremony, from classic to simple elegance. Your florist may begin decorating any time after 12:00 pm the day before the wedding.

Following are some guidelines that must be followed:

1. Only drip-less candles placed in candelabras may be used. When using a unity candle, floors and furniture must be appropriately protected to prevent wax damage. Candles are only allowed on the platform and / or in the windowsills and must be properly protected. Neither candles nor lanterns may be used in the aisles.
2. No preservative can be used in water for flowers. When flowers in containers holding water are used, the carpet beneath them must be protected to prevent water damage. No vessels containing water can be placed on musical instruments. Any water spilled should immediately be reported to First Baptist Tulsa personnel.
3. Decorations should not be placed on the pulpit stand, pews, railing, or other woodwork by pinning, tacking, taping or in any other manner that could damage church property. Florists are to use felt-protected clips when decorating pews and railings.
4. Any equipment used on the worship center platform must have foot protectors or padding to prevent scratching.
5. Plants and/or greenery belonging to First Baptist Tulsa cannot be moved for use as wedding decorations unless they are already in the room where the wedding is to be held.
6. Fresh flower petals may not be strewn in the aisles unless an aisle cloth is used.
7. The wedding party is responsible for the removal and disposal of all floral decorations and candles following the ceremony. Church premises are to be left as clean as possible after use.

*It is the responsibility of the wedding party to inform their florist of these policies. First Baptist Tulsa reserves the right to restrict the use of facilities by florists who violate these regulations.*

# THE PHOTOGRAPHER

Once you have chosen your professional photographer, you should communicate to them the policies regarding wedding pictures at First Baptist Tulsa. The following church policies should answer most questions that are asked, but the photographer may e-mail the wedding liaison for answers to any other questions he or she may have.

1. The photographer may take as many pictures before the ceremony as he or she wishes. In fact, this is recommended so that the wedding party will be able to join the guests as soon as possible. The church will be open four hours prior to the wedding to allow the wedding party to dress and prepare for the service.
2. The photographer should be as unobtrusive as possible and dressed appropriately for a wedding. He or she must have all equipment set-up completed no later than 30 minutes before the start of the ceremony.
3. Video recording of the wedding is done in accordance with the same guidelines. The videographer may not be on the platform during the wedding. In the worship center, the choir loft does provide access for recording. The person who does the recording must clear with the wedding liaison or minister where he or she will be standing during the wedding ceremony.
4. The ministers of First Baptist Tulsa prefer that all pictures of the wedding party be taken before the wedding. If pictures are taken immediately after the wedding, any photographs involving the presiding minister should be done first, and the remainder completed as quickly as possible.

*It is the responsibility of the wedding party to inform the photographer of these policies.*

# WEDDING MUSIC

Weddings at First Baptist Tulsa are considered a worship experience in which the bride and the groom ask God's blessing upon their union. The music for the ceremony should, therefore, be appropriate for a worship service. The minister of worship or the church organist must approve all music used in the wedding ceremony.

Please complete and return the wedding music form (page 16) included in this booklet, at the time of booking.

It is the policy of First Baptist Tulsa that the church organist will play for all weddings in which the organ is used. In the event the church organist is unavailable, he will be responsible for making arrangements for another organist. The organist's fee of \$200 should be paid to the church at the time of application.

## Non-staff soloists are expected to observe the same guidelines as staff soloists:

- Soloists should be familiar with their songs before arrival.
- The soloist is to provide a printed copy of the selection for the organist or pianist. The music should be in the key, which best suits, the soloist's vocal range.
- Copies of printed copyrighted music should not be used.
- It is the responsibility of the wedding party to inform non-staff soloists of the guidelines and of the religious nature of the service.

A CD containing suggestions for processional and recessional music for your wedding is available to assist you in choosing music.

The singing of a hymn during your wedding is a wonderful way to involve your guests in worship during the ceremony. A few suggestions are listed below:

*Joyful, Joyful, We Adore Thee*  
*Love Divine, All Love Excelling*  
*Praise to the Lord, the Almighty*  
*O Perfect Love*  
*O God, Our Help in Ages Past*  
*O For A Thousand Tongues to Sing*

Keyboard, drums, piano, choir chairs and modesty rails are not to be removed from the stage.

It is the sincere desire of the Music Ministry of First Baptist Tulsa to make your wedding music as meaningful and beautiful as possible.

# WEDDING FEE SCHEDULE

A \$250 refundable deposit (see page 14) is due upon reservation, as well as 50% of the total wedding fees. The remaining 50% of fees are due 2 weeks prior to the wedding date.

## Cincinnati Room

Non-Member: \$900 \*Member: \$575

Fees include: pastor, wedding liaison, security, custodial care, utilities and sound engineer.

Fellowship Hall Reception (optional): \$325

4th floor conference center reception (optional): \$475

## Worship Center

Non-Member: \$2,000 \*Member: \$1,250

Fees include: pastor, wedding liaison, security, custodial care, utilities and sound engineer.

Fellowship hall reception (optional): \$325

4th floor conference center reception (optional): \$475

Organist (optional): \$200

Media technician (optional): \$135

## 4th Floor Conference Center Lobby & Deck

Non-Member: \$1,500 \*Member: \$1,000

Fees include: pastor, wedding liaison, security, custodial care, utilities and sound engineer.

Fellowship hall reception (optional): \$325

Media technician (optional): \$135

## South Campus

Non-Member: \$1,000 \*Member: \$675

Fees include: pastor, wedding liaison, security, custodial care, utilities and sound engineer.

Media technician (optional): \$135

## Church Organist

The church organist will play for all weddings in which the organ is used. The organist's fee should be paid to the church at the time of application. The organist's fee is not included in the wedding fees.

## Sound Engineer

When using the Worship Center, First Baptist Tulsa's sound engineer is required, and the fee is included in the wedding fees. The sound Engineer will be responsible for the technical needs for sound and minimal responsibility for general stage lighting.

## Media Technician

When using Power Point, video and other image production, or any technical requirements other than sound and lighting in the worship center, a First Baptist Tulsa media technician will be required at a fee, paid at the time of application. The media technician's fee is not included in the wedding fees. This option is not available in all venues.

## **Media Technician for Fellowship Hall Reception**

When using the fellowship hall for your reception, you will have access to 1 microphone and 1 CD player at no cost. The levels will be pre-set, and no access will be given to the media control booth. If your reception requires more than 1 microphone or media of any kind, a technician will be required at a standard rate of \$50 per hour, with a one-hour minimum. If a technician is requested, multiple microphones, CD player, VHS, DVD and Power Point displayed on our media screens will be available. Prior notice of two weeks is required to reserve a media technician for your reception. The media technician's fee is not included in the wedding fees.

## **Food Service Coordinator**

Due to the nature of the equipment in the fellowship hall kitchen and for the safety of those who use it, we require the use of First Baptist Tulsa's food services coordinator in order to use our fellowship hall kitchen equipment. Even if someone other than the First Baptist Tulsa food services coordinator is used to prepare and serve food for your reception at the church (a private caterer), the food services coordinator or a food service staff member must be present and must be compensated for supervision of the fellowship hall kitchen facilities. The food services coordinator's fee of \$75 per hour is not included in the wedding fees or the fellowship hall reception fees.

\*A member in good standing for at least 2 years will receive the "member" wedding rate.

## **Refundable Deposit**

First Baptist Tulsa requires a \$250 deposit in case of damage to First Baptist Tulsa property, fixtures, or furnishings by the wedding party or vendors associated with the wedding, or other deviations from the agreement in this manual. We have been successful in forming friendships with past bridal parties and in most occasions the full deposit has been returned. However, the bridal party is charged with the responsibility of communicating these policies with vendors, and as the responsible party, your deposit may be refunded in part or withheld in full to defray additional expenses caused by excessive trash, damage, unauthorized use of facilities, or other infractions of the policies set forth in this manual.

## **Canceling Your Ceremony**

In the unfortunate event that you must cancel your ceremony, you may incur a fee based on our ceremony cancellation policy. If the event is cancelled at least 90 days prior to the scheduled wedding date, 75% of the total wedding fees paid (excluding the deposit) will be refunded. If the event is cancelled within 90 days of the scheduled wedding date, 50% of the total wedding fees paid (excluding the deposit) will be refunded. In no case will the \$250 deposit be refunded for cancellation.

# FIRST BAPTIST TULSA WEDDING APPLICATION FORM

*Note: Reservations for weddings are made no earlier than nine (9) months prior to date of wedding.*

For office use only: Location \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Wedding Date \_\_\_\_\_ Hour \_\_\_\_\_ (No later than 6 pm on Saturday or 7 pm on Friday)

Rehearsal Date \_\_\_\_\_ Hour \_\_\_\_\_ (No later than 7 pm on Thursday or Friday)

Reception Date \_\_\_\_\_ Hour \_\_\_\_\_ (Must end no later than 9 pm)

Minister \_\_\_\_\_ Counselor \_\_\_\_\_ Organist \_\_\_\_\_

Bride Elect \_\_\_\_\_ Cell Phone \_\_\_\_\_

Present Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

E-mail \_\_\_\_\_ Address after marriage \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Church Affiliation \_\_\_\_\_ Church/Temple Name \_\_\_\_\_

Parent's Name(s) \_\_\_\_\_ Parent's Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Phone \_\_\_\_\_

Church Affiliation \_\_\_\_\_ Church or Temple Name \_\_\_\_\_

Groom Elect \_\_\_\_\_ Cell Phone \_\_\_\_\_

Present Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

E-mail \_\_\_\_\_ Address after marriage \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Church Affiliation \_\_\_\_\_ Church/Temple Name \_\_\_\_\_

Parent's Name(s) \_\_\_\_\_ Parent's Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Phone \_\_\_\_\_

Church Affiliation \_\_\_\_\_ Church or Temple Name \_\_\_\_\_

Church Facilities Desired \_\_\_\_\_

I have read the policies set forth on the preceding pages of this wedding packet. I agree to abide by the same if I am permitted to use the facilities, and to make every effort to insure that my guests shall do likewise. Attached is my half payment of \$ \_\_\_\_\_ to defray the cost of the use of the facilities, the wedding liaison and any other required fees.

Applicant's Name/Signature \_\_\_\_\_ Date \_\_\_\_\_

# WEDDING MUSIC FORM

This form is provided to assist you during your wedding preparation. Please fill in the requested information at the time of booking.

Bride \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Groom \_\_\_\_\_ Phone \_\_\_\_\_

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_

Location (circle one):    Worship Center    Cincinnati Room    Conference Center    South Campus

Instrumentalists Needed: (please circle all that apply): Organist    Pianist    Other (Please List): \_\_\_\_\_

Minister \_\_\_\_\_ Phone \_\_\_\_\_

Soloist \_\_\_\_\_ Phone \_\_\_\_\_

The Organist's fee is \$200, due upon submission of this form.

For office use only:

Prelude \_\_\_\_\_

Processionals \_\_\_\_\_

Groom: \_\_\_\_\_

Attendants ( + ) \_\_\_\_\_

Bride \_\_\_\_\_

Solos \_\_\_\_\_

Unity Candle \_\_\_\_\_

Announce Reception: Yes    No

Recessional \_\_\_\_\_

Postlude \_\_\_\_\_

Additional Info \_\_\_\_\_



# WEDDING MEDIA TECHNICIAN FORM

This form is provided to assist you during your wedding preparation. Please fill in the requested information at the time of booking. The media technician may contact you approximately 1 - 2 weeks prior to your wedding to finalize media arrangements for your wedding.

Bride \_\_\_\_\_ Phone \_\_\_\_\_

Groom \_\_\_\_\_ Phone \_\_\_\_\_

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_

Minister \_\_\_\_\_

## Wedding Media Guidelines

**Video:** If you have a video to be played during the wedding ceremony or reception please deliver no less than one week prior to wedding on a flash drive in a QuickTime (.mov) format.

**Audio:** If you have any digital music that will be played during the ceremony or reception please deliver no less than one week prior to the wedding on a CD. Please include a typed list of song titles on the CD. If you are using a clip from a song, please include what section of the song you wish to be played and when the clip is to be played during the ceremony or reception.

**Photo Slide Show:** If you have digital photos that you would like to have scrolling at any point of the ceremony or reception, please deliver no less than one week prior to wedding on a flash drive in a .jpg format. Please also note at what point you would like to have the photos displayed.

**Graphic:** If you have a wedding graphic that you wish to have displayed on the screens during the ceremony or reception, please deliver no less than one week prior to wedding on a flash drive in a .jpg format. Please also note at what point you would like for the graphic to be displayed.

Office Use Only:

Date \_\_\_\_\_ Time \_\_\_\_\_

Rehearsal \_\_\_\_\_

Wedding \_\_\_\_\_

Notes \_\_\_\_\_

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# RECEPTION FORM

This form is provided to assist you during the planning of your reception in First Baptist Tulsa's fellowship hall, Tulsa room, 4th floor conference center or at the South Campus. Please fill in the requested information at the time of booking. The kitchen coordinator or wedding liaison will contact you prior to your wedding to finalize details for the reception.

Bride \_\_\_\_\_ Phone \_\_\_\_\_

Groom \_\_\_\_\_ Phone \_\_\_\_\_

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_

Minister \_\_\_\_\_

The appropriate fees for use of our available reception areas are dependant on whether you choose to have your ceremony in the Cincinnati room, worship center, 4th floor conference center or at our South Campus. Please see the wedding fee schedule on pages 13 and 14 for appropriate fees, due at the time of application.

We welcome the use of our reception areas. However, due to the nature of the equipment in the kitchen, we require the service of First Baptist Tulsa's food services coordinator in order to use our fellowship hall kitchen equipment. If someone other than our food services coordinator is used to prepare and serve food for your reception at the church (a private caterer), the food services coordinator or a kitchen staff member must be present and must be compensated for supervision of the kitchen facilities.

Do you require the use of the fellowship hall kitchen? (Please circle one) Y N

## Office Use Only

Date \_\_\_\_\_ Time \_\_\_\_\_

Reception \_\_\_\_\_

Wedding \_\_\_\_\_

Notes \_\_\_\_\_

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