

BRIDE & GROOM EVENT CHECKLIST

♥ UPON APPLICATION APPROVAL

- Schedule **Initial Consultation** and building walk-through with Facility Coordinator.
- Payment Due** :: \$100 non-refundable Administrative Fee and deposit of 50% of the couple's selected wedding package are due.
- Wedding Contract Due**, signed by both Bride and Groom, along with the *Statement of Commitment & Signatures* page (can be found on the last page of this packet).
- Schedule **Event Overview** and *Final Review Meetings*.

♥ FOUR MONTHS FROM EVENT DATE

- The couple's first **Pre-Marital Counseling** session should be scheduled to begin *a minimum of four months prior* to the wedding day. The couple should connect with their officiating Westgate Pastor directly to schedule these sessions.

♥ SIX WEEKS FROM EVENT DATE

- Event Overview Meeting** with Facility Coordinator should be scheduled for *six weeks prior to the event date*. The couple shall have all preliminary elements available for overview and discussion by this date, including order of service, staging/set-up needs, decorations desired, any audio/visual needs, ceremony rehearsal and/or dinner needs, any add-on selections, catering and band/musician/singer needs/information, etc.
- Proof of Event Liability Insurance due at Event Overview Meeting**. Proof of insurance in the amount of one million dollars covering ALL hours of your event (*including Ceremony Rehearsal and/or Dinner, and entire Wedding Day*) is due by this date.

♥ 10 DAYS FROM EVENT DATE

- Payment Due** :: The remaining 50% of the couple's Wedding Package, *along with all flat-rate add-on and flat-rate labor fees*, are due no later than 10 days from event date.
- Required Final Review Meeting** w/ Facility Coordinator should be scheduled for *10 days prior to event date*. The Bride and Groom, along with Wedding Planner/Coordinator or Primary Event Day Contact, and preferably the officiating Pastor (*if at all possible*), should be in attendance. This meeting will include finalization of ALL service and/or reception elements, including all tech specific and catering needs, and arrangements for rented fixtures/and or flower drop-offs/pick-up of those items scheduled.
 - **The Bride and Groom** are REQUIRED to have ALL PowerPoint/lyric/video files/ lyrics and/or related elements for ceremony and/or reception available at meeting, including any band/musician/singer needs for ceremony and/or reception.
 - **Officiating Pastor** :: All final ceremony details and any special requests (*does he/she want to use a hand held OR over the ear microphone, will they need PowerPoint access, etc.*) are also REQUIRED by this meeting.
 - **Ceremony Rehearsal/Dinner Details** :: Final details for the couple's Ceremony Rehearsal and/or Dinner are also required for this meeting (*if applicable*).
 - **Post-Event Tear-Down** :: The name(s) and cell number of the person(s) who will be responsible for removing all decorations, belongings, and all other related event items from the premises following the event, are required for this meeting.
 - **Additional changes are not permitted beyond this point**, with the *possible* exception of very minor elements, which are at the discretion of the Facility Coordinator and NOT guaranteed. **Last minute/day of changes are NOT permitted.**
 - *If a completely unforeseen/unexpected issue arises between the Final Review Meeting and the event date, it is the responsibility of the Bride and Groom to IMMEDIATELY inform the Facility Coordinator, who will evaluate the situation and decide upon the best way to proceed, with the couple's understanding that there is no guarantee their requests can be accommodated.*

♥ POST-EVENT

- Payment Due** :: You will be billed for any remaining hourly labor fees/add-on fees incurred, following the event. *Payment is due within 30 days of invoice.*