

Arrow Heights Baptist Church

Today's Date:	
(Office Use Only)	
Received by:	
Date Received	
Approved:	
Date Approved:	
Approved by-Initials:	

Wedding/Reception

Building & Equipment Usage Request

PLEASE COMPLETE ALL INFORMATION ON THE FRONT OF THIS FORM AND TURN IN FOR APPROVAL.
Incomplete forms will not be accepted for approval on the Church Calendar

Bride & Groom Names: _____

Daytime Phone #: _____ Mailing Address: _____

Wedding Date: _____ **Day of the Week :** _____ **Start:** _____ **End:** _____
A Maximun of 5 hours is alloted for each wedding (ceremony & reception) (Time) (Time)

Wedding Decorating Date: _____ **Day of the Week :** _____ **Start:** _____ **End:** _____
Times to begin decorating will vary according to the season and the many activities that go on at the church. (Time) (Time)

Wedding Rehearsal Date: _____ **Day of the Week :** _____ **Start:** 6:00 PM **End:** _____
Wedding Rehearsal is held @ 6:00 PM. Contact the Wedding Coordinator for rehearsal guidelines (Time) (Time)

Event Clean-up _____ **Day of the Week:** _____ **Start:** _____ **End:** _____
Event clean up needs to be completed before the family departs the church. (Time) (Time)

Activity Representative: _____ **Phone #s :** _____
(Person making the request and will be responsible for the facilities and equipment)

Facilities Needed

Worship Center	
Celebration Room	_____
Worship Center	_____
Great Hall	_____
Bride's Room	_____
Robing Room	_____
Sound Tech Needed?	_____
Video Tech Needed?	_____

CFC	
Gym	_____
Room 106	_____
Kitchen	_____
Courtyard	_____

Student Activities Center	
Worship Room	_____
Sound Tech Needed?	_____
Video Tech Needed?	_____
SAC 101	_____
Game Room/Café	_____

Note any additional information :

Room arrangement request forms are to be returned to the Pastor's office no later than three weeks before the Wedding.

You are required to use Arrow Heights own Sound Technician and Video Technician. Please have all CDs, DVDs, and tapes at rehearsal. Contact your Wedding Coordinator for questions.

Please refer to the the Wedding Policy & Procedure Booklet for a complete listing of items available for use.

WEDDING/RECEPTION SETUP

NAME: _____

Date and Time of Wedding: _____

Place: _____

**PLEASE CIRCLE ALL ITEMS LISTED ON THE BACK SIDE OF THIS FORM
THAT YOU WILL WANT TO USE FOR YOUR WEDDING/RECEPTION**

RECEPTION SETUP

Place: Gym Room 106 SAC Worship SAC Room 101

Rd Tables: _____ # 8ft Tables: _____ # 6ft Tables: _____ # Chairs _____ # Lattice: _____

PLEASE PLACE "R" OR "W" BESIDE ALL ITEMS NEEDED FOR WEDDING AND RECEPTION:

Main Church Building:

- 2 Spiral Candelabras
- 1 Fan Candelabra
- 1 Unity Candelabra

**Candelabras are available to rent for \$35.00
(this includes all candelabras and candles)**

- 4 silk ficus trees
- 2 pew candle holders
- 2 5ft Pillars (white)
- 2 8ft Pillars (white)
- 2 planter boxes (white)
- 1 metal white arch
- 35 pew bow holders
- Ring Bearer Pillow
- 21 Round Tables
- 4 8ft Tables
- 8 6ft Tables
- 110 Folding Chairs
- Lattice – 3 Sets
- * Tablecloths – Round and rectangular (enough for all tables)
- * 15 Large Hurricanes
- * 24 Small Hurricanes
- * Various vases, large and small
- * Mirror tiles (several)
- * 4 Punch bowls
- * Silver cake knives and servers
- * 2 Coffee urns
- * Various serving trays and platters
- * Clear Luncheon plates (approximately 200-300)
- * Other supplies are available – would need to be seen

Student Activity Center

- 2 Spiral Candelabras
- Candelabras are available to rent for \$35.00
(this includes all candelabras and candles)

- 15 Round Tables
- 2 8ft Tables
- 3 6ft Tables
- 116 Chairs
- Lattice – 1 Set
- 2 5ft Pillars (white)
- 2 8ft Pillars (white)

* All items listed with asterisk may be used in the SAC upon request to Reception Coordinator

ARROW HEIGHTS BAPTIST CHURCH-WEDDING APPLICATION

Arrow Height Baptist Church
3201 S. Elm Place
Broken Arrow, OK 74012
918-455-5020
Bob Green, Pastor
Ralene Jones, Pastor's Assistant

Kim Allen, Wedding Coordinator
918-357-1546
Carolyn Shoemaker Reception Coordinator
918-355-1992

Our desire is to assist you in any way possible to experience a meaningful and worshipful wedding. God has designed marriage to be a joyous experience. The following information will give us necessary information to prepare for your wedding. **Please fill out in ink and return within two weeks of the approval date of your wedding along with your \$200.00 deposit. (Remember, failure to return this Wedding Application and your \$200.00 deposit within the two week deadline will result in your wedding being removed from the Church calendar). Arrow Heights Baptist Church requires that a couple complete Pre-Marital Counseling before wedding. We need written documentation from the Pastor/Counselor showing that Pre-Marital Counseling was attended and completed.** If you don't have a Pastor/Counselor you meet with, you can set up an appointment with one of our Pastors here. Call the Pastor's office if you have any questions. We're here to help!!

Bride: _____ **Age:** _____

Member of what church? _____

Bride's Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Groom: _____ **Age:** _____

Member of what church? _____

Groom's Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

ADDRESS AFTER WEDDING: _____

WEDDING DATE: _____ **TIME:** _____

PLACE: _____

MINISTER OFFICIATING: _____

Church Affiliation: _____

REHEARSAL DATE: _____ **TIME:** _____

REHEARSAL DINNER TIME: _____ **PLACE:** _____

RECEPTION: _____ **LOCATION:** _____

Person Responsible: _____

ROOMS NEEDED:	Worship Center	Room 106	Kitchen - Main
	SAC Worship Center	Room 101	Kitchen - SAC

ESTIMATED # OF GUESTS: _____

COMMUNION: _____

FLORIST: _____

PHOTOGRAPHER: _____ **VIDEOGRAPHER:** _____

If you would like an audio copy of the ceremony, please provide a 90 minute tape at rehearsal.

Music:

Organist Name: _____ Pianist Name: _____

Soloist Name: _____

Tape Music? _____ Instrumentalist? _____

Songs to be used: _____

A copy of music/words must be approved by the Minister of Music 3 weeks prior to the Wedding Ceremony.

I have read the Wedding Policies of Arrow Heights Baptist Church and will cooperate accordingly to have a meaningful and well planned wedding.

Groom: _____

Bride: _____

Date: _____

ITEMS AVAILABLE FOR USE

Main Church Building:

- 2 Spiral Candelabras
- 1 Fan Candelabra
- 1 Unity Candelabra
- Candelabras are available to rent for \$35.00**
- (This includes all candelabras and candles)**
- 4 silk ficus trees
- 2 pew candle holders
- 2 3ft Corinthian Columns (white)
- 2 5ft Pillars (white)
- 2 8ft Pillars (white)
- 2 planter boxes (white)
- 1 metal white arch
- 35 pew bow holders
- Ring Bearer pillows
- 21 Round Tables
- 4 8ft Tables
- 8 6ft Tables
- 110 Folding Chairs
- Lattice

(FOR OFFICE USE ONLY)

- Application
- Building/Date Request
- Pastor performing ceremony
- Deposit Paid
- Policies/Room Arrangement
- Prepare- Pre-Marital Counseling-AHBC
- Pre- Marital Counseling-(Written Documentation received)
- Ceremony Appointment
- Balance Paid
- Copies to Maintenance, Wedding Coordinator, Reception Coordinator