

## **CLCN Wedding Coordinator Responsibilities**

Coordinate with the Pastor and Staff of CLCN to approve or deny the requested dates of use.

Meet with the wedding party to go over wedding policy.

Collect security deposits and fees from the wedding party per the wedding policy.

Meet on sight with Bridal coordinators, photographers, videographers, florists, decorators and anyone the wedding party is using for services as needed.

Approve all decoration to be used by the wedding party in the sanctuary and or activity center.

Be the first to arrive for the scheduled events and show the wedding party the areas to be used for the wedding.

Be on sight for the duration of the wedding and reception.

Make sure no group members remain in the building following the conclusion of the activity.

Turn off all lights, except designated night-lights, and make arrangements to ensure all doors are locked and secured.

Approve or deny the use of the piano or organ by non- church members, if requested.

Approve the music to be used during the wedding service.

Inspect all properties for damages before and after use.

Document any damages with photos and notes.

Will educate the Wedding Event Leader on all posted evacuation plans in case of an emergency evacuation.

Will work with the wedding party to plan the tables and chairs needed and their arrangement, if they are using the Activity Center for the reception or wedding site.