

Your
Wedding
at Evergreen
BLOOMINGTON



Evergreen Church
www.EvergreenBloomington.com

Wedding Planning Packet

updated 5/8/2018

Requirements

Congratulations on your engagement. In order for us to host your wedding here at Evergreen-Bloomington you must:

1) Have successfully completed a pre-marriage class offered by Evergreen prior to your wedding date. To learn more, contact Pastor Jeff Groen at jgroen@evergreenbloomington.com or 612-250-3539.

2) Agree to have an Evergreen/Urban Refuge/Rock pastor participate in your wedding ceremony.

*If you are able to satisfy the two criteria listed above prior to your wedding date, then please read this wedding planning document over and send in your request to ensure your preferred wedding date is available. **Your request may take up to two weeks for confirmation.***

*To begin the Evergreen wedding process, please complete the **Wedding Information Form** (pages 13-15) at the end of this packet and mail or email to:*

*Attn: Wedding Coordinator
Evergreen Church
2300 East 88th Street
Bloomington, MN 55425*

weddingsblm@evergreenbloomington.com

We look forward to helping you plan your wedding ceremony.

Evergreen Church Contact

Your Evergreen Wedding Facility Coordinator

Upon confirmation of your wedding date, an Evergreen Wedding Facility Coordinator will be assigned to assist you with your use of the church facility. After reviewing your Wedding Information Form, a Wedding Facility Coordinator will contact you to set up an initial meeting to discuss general information regarding your wedding.

Even a small wedding can be logistically complex. Your Wedding Facility Coordinator will take the guesswork out of coordinating the “church” side of your wedding. Your Wedding Facility Coordinator will:

- Serve as your Evergreen liaison - available to answer questions, plan, and direct all Evergreen people, procedures, policies, rooms, and equipment*
- Direct the rehearsal*
- Direct facility-related wedding day activities of the church staff, flowers and rental decorations deliveries, caterer, photographer, musicians, and vocalists*

At the Initial Meeting with your Wedding Facility Coordinator, you will tour the church, review the Wedding Planning Packet, and put together the general plan for your use of the facility for your wedding. Please be ready to discuss general timelines for the wedding/reception and decoration ideas.

You will schedule the second and final meeting with your Wedding Facility Coordinator for six weeks prior to your wedding. At this meeting, you will finalize all facility related details of your wedding. To this meeting, please bring the facility fee payment (if applicable) and have confirmed decisions regarding use of sound, lighting, projection, and/or video.

Wedding Couple's Checklist

<i>Date Due</i>	<i>Task</i>	<i>Completed</i>
Prior to wedding date	Evergreen Pre-Marriage Class must be completed	
Prior to wedding date	Arrange with an Urban Refuge/Rock/Evergreen pastor to participate in your wedding ceremony	
As soon as possible, but at least 2 months prior to the wedding date	Send Wedding Information form (includes facility request) to EC Wedding Facility Coordinator	
Within 2 weeks of receiving wedding date confirmation	Schedule the 1 st meeting with the EC Facility Wedding Coordinator	
6 weeks prior to the wedding date	Final meeting with EC Wedding Facility Coordinator <i>Bring:</i> Facility fee payment, if applicable	
1 to 3 days prior to the wedding date	Rehearsal <i>Bring:</i> Envelopes with Service Fee checks Wedding programs Music and Projection Data	
Wedding day	Bring marriage license (give to pastor)	

Bloomington Wedding Facility Coordinators

weddingsblm@evergreenbloomington.com

Tara Odegard 952-240-1878

Bloomington Pastors

<i>Deacon Ales</i>	612-807-5180	dales@evergreenbloomington.com
<i>Kevin Barnd</i>	952-412-6629	kbarnd@evergreenbloomington.com
<i>Spencer Bernard</i>	612-227-2556	sbernard@evergreenbloomington.com
<i>Jeff Groen</i>	612-250-3539	jgroen@evergreenbloomington.com
<i>Ken Johnson</i>	952-994-7257	kjohnson@evergreenbloomington.com
<i>Brent Knox</i>	952-895-0342	bknox@evergreenbloomington.com
<i>Mike Olmstead</i>	612-750-7989	molmstead@evergreenbloomington.com
<i>Jon Schelkoph</i>	651-366-2732	jschelkoph@evergreenbloomington.com
<i>Tim Weber</i>	952-240-0149	tweber@evergreenbloomington.com

Bloomington Facilities

If you would like to see the facilities available for your wedding, please contact the Wedding Facility Coordinators for a tour.

Auditorium

Circular stage – seating for up to 600 people



Equipment

The following equipment is available for your ceremony (fees may apply):

- *Basic microphone set-up*
- *Sound system*
- *Projection system*
- *Grand piano*
- *Curtains for decorating (black, white, sheer, champagne valance)*



RECEPTION SPACES:

South Gathering Space

Casual seating – space for reception line or light refreshment reception

Table Seating for approximately 35 people with tables shown or 60-70 people with round tables.



Gym



Reception seating for approximately 200

Seventeen - 60" round tables available

*6 padded folding chairs per table, Other black/silver plastic chairs also available if needed
30" x 96" or 30" x 72" folding tables also available for serving*

May be used for a dance but wedding party must assist with table/chair take down to make room for a dance floor. All receptions/dances must be completed, including clean-up, by 9:30 P.M.

North Hall



Reception seating for approximately 150. Able to seat more with nontraditional seating, ask your Wedding Facility Coordinator.

Seventeen - 60"round tables available

6 padded folding chairs per table

30" x 96" or 30" x 72" folding tables also available for serving

Other black/silver plastic chairs also available if needed

May be used for a dance but wedding party must assist with table/chair take down to make room for a dance floor. All receptions/dances must be completed, including clean-up, by 9:30 P.M.

Kitchen

Food may be catered or brought in by the wedding party, but it must be pre-prepared. The wedding party must arrange to bring in table linens and dishes. Alcoholic beverages are not allowed on church property.

The wedding party/caterer is responsible for setting the tables (linens, dishes, etc.) and removing them. All kitchen clean-up must be completed by 9:30 P.M.

Wedding Facility Fees

Fees may be adjusted based on individual requests.

	EC Members*	EC Attender**	Non-Attender
FACILITY FEES (non-refundable)			
Auditorium Rental Fee – includes rehearsal	Waived	\$150	\$300
Gathering Space (reception) Fee	Waived	\$45	\$75
Gym (reception) Fee	Waived	\$50	\$100
North Hall (reception) Fee	Waived	\$50	\$100
Kitchen Fee	No charge	No charge	No charge
SERVICE FEES			
Wedding Facility Coordinator Fee	\$200	\$200	\$200
Wedding Facility Coordinator Fee – Reception	\$150	\$150	\$150
Custodian – Auditorium	\$100	\$100	\$100
Custodian – Reception (excluding North Hall)	\$100	\$100	\$100
Custodian – Reception in North Hall	\$160	\$160	\$160
EC Sound Technician	\$100	\$100	\$100
EC AV Technician	\$50-100	\$50-100	\$50-100
EC Light Technician	\$50-100	\$50-100	\$50-100

***Evergreen Members** – have attended the Evergreen membership class (or a membership class at The Urban Refuge or The Rock) and signed membership covenant document.

****Attender** – have attended Evergreen (or The Urban Refuge or The Rock) for at least 3 months.

NOTE: Those assisting you with wedding facility coordination, sound, production, set up and cleaning are not serving as employees of Evergreen. Thus, your payments for their services will need to be **checks made out to each individual** involved. The Wedding Facility Coordinator will e-mail you the individual's names and amounts, based upon the fees listed above.

When are fees due?

Facility Fees for Evergreen Attenders and Non-attenders

Facility fees are due to the Wedding Facility Coordinator **six (6) weeks** prior to the wedding. The check is payable to Evergreen Church (“Wedding Facility Fees BLM, [Wedding Date]” in the memo section). These fees are non-refundable.

Service Fees

Service fees, payable to specific people, are due to the Wedding Facility Coordinator at the rehearsal. Any fees paid to musicians are the responsibility of the wedding party.

Please see the [EC-Bloomington Facility Use Policy](http://www.evergreenbloomington.com) for a full description on using the facility (found at www.evergreenbloomington.com). You are responsible for this information.

Wedding & Facility Policies

- Liability:** Evergreen Church is not liable for loss, damage, or injury to person or persons using or renting church facilities. The person(s) reserving the church will be responsible for the cost of repairs if any physical damage to the church occurs by guests/wedding party.
- Facility Fees:** All Facility Fees, payable to Evergreen Church, must be provided to the Wedding Facility Coordinator six weeks prior to the wedding ceremony.
- Service Fees:** All Service Fees, payable to specific people, must be provided to the Wedding Facility Coordinator at the time of the rehearsal.
- Time & Day Limits:** On Saturday, the latest ceremony is 5:00 P.M. with pictures before. Receptions must be completed by 9:30 pm. The auditorium is not available Friday evenings from 5:00 - 9:00 P.M. or Sunday mornings from 8:00 A.M. – 2:00 P.M. Weddings are not scheduled during Thanksgiving, Christmas or Easter weekend, during the last 3 weeks of December, or any major holiday. There may be other limitations based on scheduled church events.
- Decorations:** The Auditorium and Reception spaces are available for decorating 4 hours prior to the wedding start time. Any decorations must be removed immediately following the wedding. **See EC – Bloomington Facility Use Policy** regarding decorating rules. The wedding party is responsible for cleanup. The Wedding Facility Coordinator must approve all decorations. Open flames are not allowed with the exception of a Unity candle. Decorations can be donated to the church after the event, please talk with your Wedding Facility Coordinator for details.
- Music:** It may be instrumental or vocal, sung as a solo, duet, small ensemble, or congregation. All music selections should be reviewed with the Wedding Facility Coordinator.
- Flowers:** All flowers should be removed immediately following the wedding by the wedding party.
- Furniture Limits:** All furniture, band equipment, and church decorations are to remain in place unless approved by the Wedding Facility Coordinator. The Facility Manager is responsible for moving any furniture and band equipment. There may be fees associated with this.
- Room Use Limits:** Dressing rooms are assigned by the Wedding Facility Coordinator. If you need additional rooms, please make arrangements with your Wedding Facility Coordinator prior to the day of the wedding. The nursery is available for weddings for a fee. Please see facility use policy for requirements.
- Smoking & Alcohol:** Smoking and the use or possession of alcoholic beverages is not allowed anywhere in the building or on the church grounds.
- Rice/Silly String:** Rice, silly string, confetti, bird seed, flower petals, or any similar item is not allowed within the church or on church grounds. Blowing bubbles is allowed only outside of the building.
- Gifts & Personal Items:** Evergreen assumes no responsibility for lost or stolen gifts or personal items. Please designate someone to be in charge of gifts and personal items at all times.
- Projection/Sound:** This equipment may only be operated by a trained EC technician.
- Wedding Program:** Design, production and printing of the wedding program is the responsibility of the wedding couple. Please have them ready for the rehearsal.

Your Wedding

The Rehearsal

Rehearsals are usually held prior to the day of the wedding. Due to weekend worship services and events, the rehearsal may have to take place up to three days in advance. You may inquire about a Friday rehearsal, but this is difficult to schedule due to Friday night services and is not guaranteed.

Your Wedding Facility Coordinator will direct the rehearsal, according to all of the decisions the bride and groom have previously made. This relieves the bride and groom from remembering the logistics and details and enables them to fully enjoy the rehearsal along with their friends and family.

All members of the wedding party should attend the rehearsal. Bridesmaids, groomsmen, flower girls, ring bearers, readers, ushers, greeters, musicians, and parents should all attend.

Please bring the following items to the rehearsal and give them to the Wedding Facility Coordinator:

- Service fees in envelopes (the Wedding Facility Coordinator will distribute them for you)
- Wedding programs (the Wedding Facility Coordinator will store them on-site until the wedding)
- Music and Projection Data
- Any items you want stored for the wedding day (small storage area available)

The Wedding Day

With all the preparation over and decisions made, now is the time to relax and enjoy this special day!

Dressing Rooms

4 hours in advance of the ceremony your Wedding Facility Coordinator will open the church and church dressing rooms for the wedding party.

Flowers, Rented Decorations, & Wedding Cake

3 to 4 hours prior to the ceremony, flowers, rented decorations, and the wedding cake should be delivered. The Wedding Facility Coordinator will direct their initial placement based on the general design already decided on by the bride and groom. The Wedding Facility Coordinator is not available to assist with decorating or set-up. **The church will not be open to accept these items prior to 4 hours before the ceremony.**

Technician & Facility Manager

Before the ceremony the sound and projection technicians as well as the Facility Manager will arrive to set-up the rooms and conduct the initial test of the sound and projection equipment. The Wedding Facility Coordinator will provide them detailed guidelines based on decisions previously made by the bride and groom.

Decorating

4 hours prior to the ceremony the Auditorium and Reception spaces will be available for the wedding party to decorate. Decoration items around the church may be used with Wedding Facility Coordinator approval. All items must be returned to their original position by the wedding party.

Musicians & Vocalists

2 ½ hours prior to the ceremony the musicians and vocalists should arrive at the Auditorium. They will have 1 hour to conduct sound checks and practice prior to the wedding party's photo shoot.

Photographs

1 ½ hours prior to the ceremony the Auditorium and South Gathering Space will be available for pictures of the wedding party for 1 hour. Additional pictures should be taken prior to this. If you would like an additional room for your photographer to set-up for portrait pictures, please arrange this with your Wedding Facility Coordinator at least 6 weeks prior to your wedding.

(Example: 5 P.M. ceremony)

- | | |
|-----------|--|
| 1:00 P.M. | Wedding party arrives and dresses
Flowers, rented decorations, and cake arrive
Decorate Auditorium, South Gathering Space, Gym
Facility Manager and Technician set up |
| 2:30 P.M. | Musicians/Vocalists practice (1 hr.) |
| 3:30 P.M. | Pictures at the church (1 hr.) |
| 4:30 P.M. | Guests begin arriving |
| 5:00 P.M. | Ceremony
Witnesses sign Marriage License |

Wedding Information Form

Complete this form and mail it to the church office to reserve your wedding date. **Please print carefully.**

DATE COMPLETED:

Bride's Information	
Name (First Last):	
E-mail Address:	
Address:	
City/State/Zip:	
Home Phone:	
Cell Phone:	
EC:	Member Attender None BLM LKV NH Rock UR

Groom's Information	
Name (First Last):	
E-mail Address:	
Address:	
City/State/Zip:	
Home Phone:	
Cell Phone:	
EC:	Member Attender None BLM LKV NH Rock UR

Who will be officiating at your wedding?

Name (First Last):	
E-mail Address:	
Address:	
City/State/Zip:	
Church Affiliation:	
Work Phone:	
Cell Phone:	

Facility Needs

Auditorium:	
Gathering Space – Reception:	
Gym – Reception:	
North Hall – Reception:	
Kitchen:	
Photography Room:	
Approximate Number of Guests:	

If the person officiating at your wedding is not an Urban Refuge, Rock or Evergreen pastor, please indicate which Urban Refuge, Rock or Evergreen pastor will also be participating in your wedding?

Evergreen Pre-Marriage Class

Have you successfully completed the Evergreen Pre-Marriage Class? (Circle) Yes or No

If yes, where did you take the class? _____

If yes, when did you take the class? _____

If yes, who were your instructors? _____

If no, you must successfully complete the Evergreen Pre-Marriage Class prior to your wedding date

Where will you take the class? _____

Who will be your instructors? _____

When do you expect to complete the class? _____

Prior to confirming your requested Wedding Date, the Wedding Facility Coordinator will confirm that you are registered to complete the Evergreen Pre-Marriage Class prior to your wedding date or that you have already successfully completed the class.

Wedding (Date/Time):

	Date	Ceremony Time*	Picture Time	Reception Start and End Time	Rehearsal Date and Time
1 st Preference					
2 nd Preference					
3 rd Preference					

*Ceremony start time possibilities with pictures before ceremony: Saturday 11am-5pm Sunday 5pm-7pm

By signing below:

1. You acknowledge you have read, understood, and agree to abide by the regulations for the use of church property as written in the Wedding Planning Packet and EC Bloomington's Facility Use Policy document.
2. You agree to confine all wedding-related activities to the areas confirmed, and will use the building only during the hours designated.

Printed Name of Requester

Day Phone #

Signature of the Requester

Mail to:

Attn: Bloomington Wedding Facility Coordinator
 Evergreen Church
 2300 East 88th Street
 Bloomington, MN 55425-2185

Email to:

weddingsblm@evergreenbloomington.com

Please allow the Wedding Facility Coordinator **two weeks** to confirm your request. The Wedding Facility Coordinator will contact you when your request has been confirmed.

For Wedding Facility Coordinator use only:

Facility Reservations	Rehearsal Date: _____			Ceremony / Reception Date: _____			
	Start Time	End Time	✓	Prep Time	Event	Tear Down By	✓
Auditorium							
South Gathering Space							
North Hall							
Gym							
Kitchen							
Bride's Dressing Room							
Groom's Dressing Room							
Photography Room							
Other Room							