



(please put in custodian's box)

### Special Events Form (Weddings)

Reservation Date

Reservation Time

Alternate Date

**Sanctuary:** check all that apply

- ☐ Remove musical instruments (extra \$25)
- ☐ Remove choir chairs (extra \$60)
- ☐ Center aisle runner (extra \$25)  
(reroll & return to closet after ceremony)
- ☐ Put Candelabra on chancel  
(return to closet after ceremony)
- ☐ Other

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**Family Center:** check all that apply

- ☐ Tables
- ☐ Chairs
- ☐ Clean Floors (before and after \$100)
- ☐ Other

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Person or Group Making Request: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Signature of Requesting Party: \_\_\_\_\_

Church Contact: \_\_\_\_\_

Presbyterian Church of the Big Wood  
100 Saddle Road  
P.O. Box 660  
Ketchum, ID 83340  
208-726-5123  
[www.pcbw.org](http://www.pcbw.org)



# Wedding Planner

**Planning Your Wedding  
at the  
Presbyterian Church  
of the Big Wood**

We are pleased that you are considering the Presbyterian Church of the Big Wood as the place where you will begin your marriage journey. Marriage is a gift from God that calls a man and a woman to a new way of life, created, ordered and blessed by God. This conviction shapes our practice and policy regarding the weddings that are celebrated here.

Our calling and responsibility is to help couples prepare to enter this new way of life. Our sanctuary was not built simply to provide a “parson and a place” for weddings. Rather, our goal is to help you begin a successful and lifelong marriage journey. We want to ensure that your wedding service will be the culmination of your preparation and the beginning of a life of joy in a marriage journey that is truly blessed by God.

The Wedding Planner is designed to provide you with the guidelines and provisions for weddings that take place at PCBW. It will answer many of your basic questions as you prepare for your marriage ceremony. If you choose to have your wedding here, we will treat your planning and wedding with great care. Our pastors and wedding coordinators will work with you to ensure that your wedding ceremony fulfills your desires so that it is an occasion of great joy for you, your families, and guests.

If you have any questions about any of the guidelines, please feel free to contact us in the church office at 208.726.5123 or through the church website at [www.pcbw.org](http://www.pcbw.org).

## **HOW TO RESERVE THE CHURCH**

Please call the church office at 208.726.5123 or contact us via email ([office@pcbwn.org](mailto:office@pcbwn.org)) to inquire about the availability of the facility for your wedding date. The church office hours are Monday through Friday from 8:30 AM – 4:00 PM (Mountain Time) unless otherwise noted.

## **PLANNING THE MARRIAGE CEREMONY**

**\*You may bring in your own pastor to conduct the ceremony.**

The pastor will work with you to plan all the details of the marriage ceremony. If you live out of town, some of the initial planning can be done by phone or email. Normally, you will meet with the pastor two to three times prior to your rehearsal and wedding to discuss the details of the service itself, as well as to discuss the insights gained from our premarital work and the significance of your marriage. Normally, the pastor conducts the rehearsal and works closely with the Wedding Liaison.

# Wedding Planner Fees

## *Fees for Non-Members*

Facilities	\$1500
Wedding Liaison	\$350 (paid directly to liaison)
Custodial	\$150 (extra charges may apply)

### Optional:

Audio	\$75/hour with 2 hour minimum (includes tape of the wedding)
Candles	At Cost

## *Fees for Members or Active Non-Members*

Facilities	\$0
Wedding Liaison	\$350 (paid directly to liaison)
Custodial	\$150 (extra charges may apply)

### Optional:

Audio	\$75/hour with 2 hour minimum (includes tape of the wedding)
Candles	At Cost

***\*All fees are due one week prior to wedding.***

## COUNSELING

We believe strongly in the value of premarital counseling, and require participation in such a program, both for those being married for the first time or for those who are being remarried. We normally require any couple being married at the PCBW to complete the PREPARE Premarital and Relationship Evaluation prior to the wedding. There are occasions when other premarital preparation courses will be approved by the pastor.

Once you have established a date for your wedding, we will put you in contact with a certified counselor who is trained to work with the PREPARE program. Our desire is that you complete the testing and appointments prior to your wedding date. We believe that this is one of the best investments that you will make in your marriage.

## THE WEDDING LIAISON

The Wedding Liaison is instrumental in making your wedding a wonderful experience, and is required for all weddings conducted at PCBW. The liaison is familiar with the building, our supplies, and local arrangements and will assist you with the myriad of details and questions that often arise. She will work closely with you as you plan and make arrangements for your wedding. **Please note that the liaison is not a wedding coordinator, you must hire you own if desired.**

The Wedding Liaison will contact you to arrange a time to meet together at the church. The liaison will review your wedding plans and get you acquainted with the sanctuary and the supplies that are available. She will also answer questions that arise about the church and the ceremony. The liaison is your link to the church for all the details related to your marriage ceremony.

Wedding Liaison: Kim Piggins, 208.450.9299; kimberlypiggins@yahoo.com

## MUSIC SELECTIONS

The marriage ceremony is a worship service, conducted in a manner that gives honor to God and celebrates the joy of the occasion for the couple and their families and guests. The music chosen for the wedding should correspond to the themes that are inherent in a Christian marriage service. Secular selections that are consistent with a Christian worldview may be approved for the ceremony by the officiating pastor.

We will be happy to assist you in arranging an accompanist and soloist if you desire.

## PHOTOGRAPHY

Procedures for the photographer and video taping should be discussed with the Wedding Coordinator and/or the pastor at least one week prior to the wedding. Use of flash cameras is not permitted during the ceremony. Photographs may be taken before or after the ceremony.

## DECORATIONS

Sanctuary flowers are to be provided by the family. There are numerous florists in the area to assist you in decorating the sanctuary. Please remind your florist to have all decorating completed at least one hour prior to the wedding.

There are several rules regarding decorations, which are listed at the end of this planner. Please review them as you are making plans for the decorations for your wedding.

## WEDDING REHEARSAL

Everyone participating in the wedding is encouraged to be present and on time for the rehearsal. The rehearsal normally takes 45 minutes, depending upon the size of the wedding party.

## THE MARRIAGE LICENSE

The Marriage License can be purchased at the Blaine County Courthouse in Hailey.

Recorder, Auditor and Clerks Office  
206 1<sup>st</sup> Avenue South, Suite 200  
Hailey ID 83333  
208.788.5505

Please bring the Marriage License to the church at least two days prior to the wedding so that the pastor can complete the required information on the license before the ceremony.

## GUIDELINES AND RULES OF THE BUILDING

Guidelines and rules of the building are regulated by the Session, our governing body. The following guidelines and rules have been established for weddings and the use of the church premises:

1. Weddings are ordinarily conducted in the church sanctuary. Approval is required for any other area of the church grounds to be considered for the ceremony.
2. Weddings will be conducted by one of the pastors of PCBW unless a pastor from another church is requested by the family. Requests for pastors from another church to conduct the service requires approval by Session, and should be made at least three months in advance. If the family desires to ask another minister to participate in the service, such a request should be made known to the pastor of this church, subject to Session's approval, the pastor at this church will extend the invitation.
3. Because of the maximum use of our building on Sundays, Sunday weddings are not encouraged.
4. PCBW member and active non-members will be permitted to schedule a wedding service as the building is available. Non-member requests will be considered as received.
5. **Attached is a list of wedding fees. Full payment is expected at least one week prior to the wedding.**
6. Please DO NOT place flowers, candles, or decorations of any kind on the piano.
7. NO rice, confetti, or birdseed is permitted to be thrown inside or outside of the church. If any forms of these materials are used, there will be an additional custodial fee of \$50.00 for cleanup. It is the responsibility of the bride and groom to see that this is made known to the wedding party and guests.
8. NO nails, wires, screws or any other materials that might damage finishes may be used in placing decorations. Pew bows or bouquets may be placed on the pews along the center aisle and attached with a ribbon loop.
9. NO smoking is permitted in any of the church buildings.
10. NO alcoholic beverages may be served or brought into the church buildings or consumed on the church premises.
11. NO food or beverages of any kind is to be served or consumed within the church sanctuary.
12. Children must at all times be fully supervised by a responsible adult. There will be no unsupervised playing or running through the building. The school classroom wing is strictly off-limits.

*Thank you for faithfully adhering to these guidelines and rules.*