

# ~ *Wedding Information Packet* ~

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## **Congratulations on Your Upcoming Wedding!**

The Pastoral Staff at Vineyard Cincinnati consider it an honor to share in this happy occasion with you. Our goal is to assist you in making your wedding day all you hoped for and one you will look back on with fond memories in the years to come. Your wedding day is just the beginning of a successful marriage and we are committed to help you build the spiritual and relational foundation for your life together.

This wedding packet has been prepared to help you with the organization and planning of your wedding. It provides details regarding policies, fees, as well as the wedding process. Please go through each page of this packet carefully; we want to ensure that the process of planning your wedding can be as stress free as possible.

Your first step in securing your wedding date is to complete and submit the Wedding Application. It will provide us with important information about you and is available online at [vineyardcincinnati.com/weddings](http://vineyardcincinnati.com/weddings). Chapel tours are available by appointment only. To schedule a tour or check chapel availability, contact the Wedding Scheduler at [weddings@vineyardcincinnati.com](mailto:weddings@vineyardcincinnati.com).

We place a high value on the premarital process therefore, **attendance in the Vineyard Premarital Classes are prerequisites** to be married by a Vineyard Pastor and in the Vineyard Chapel. You can find more information and register for an upcoming class at: [vineyardcincinnati.com/marriage](http://vineyardcincinnati.com/marriage)

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## The Vineyard Wedding Process Outline

### Onsite Weddings:

- Contact the Vineyard Wedding Scheduler to schedule a chapel tour
- Submit the completed Wedding Application along with the deposit
- Receive confirmation of your wedding date and Chapel Usage Agreement
- Complete and return signed Chapel Usage Agreement
- Register for the Vineyard Premarital Classes
- Complete the Vineyard Premarital Classes; **we recommend that you allow at least 3 months between the completion of your premarital class and your wedding date**
- 4- 6 weeks before your wedding, meet with your Wedding Coordinator
- 4-6 weeks before your wedding, meet with your Vineyard Pastor

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- Pay your wedding fees, **due 30 days before your wedding date**
- Rehearsal for wedding party and musicians
- Wedding Day!

## Offsite Weddings:

- Contact the Vineyard Wedding Scheduler
- Submit the completed Wedding Application along with wedding fee
- Register for the Vineyard Premarital Classes
- Complete the Vineyard Premarital Classes; we recommend that you allow at least 3 months between the completion of your premarital class and your wedding date
- 4-6 weeks before your wedding, meet with your Vineyard Pastor
- Rehearsal for wedding party and musicians
- Wedding Day!

## Chapel Information and Tours

The Vineyard Chapel is a beautiful chapel with chandeliers and sconces, trimmed with scroll molding and classic architectural features. It seats 350-400 in comfortable upholstered chairs. The chapel is equipped with professional sound and lighting equipment. The lobby area provides a cozy seating area for arriving guests. We provide a dressing area for the bride and her attendants which includes a private bathroom. The groom and his groomsmen have a private room which gives them a place to hang their jackets and relax before the ceremony.

Chapel tours are **by appointment only**. To arrange for a tour please contact the Wedding Scheduler at [weddings@vineyardcincinnati.com](mailto:weddings@vineyardcincinnati.com) or call 513.671.0422 and ask for the Wedding Scheduler. Our chapel is very popular as a wedding location so we suggest reserving it well in advance to secure your preferred date.

## Premarital Support

We place a high value on the premarital process at the Vineyard and our pastoral staff deems this time of utmost importance in order to build a strong foundation for the spiritual and relational components of your life together. Therefore, **attendance at all classes in the Premarital Series and meeting with your mentor couple are prerequisites to be married by a Vineyard Pastor.** Please note that your wedding reservation will be held tentatively until confirmation has been received that you have completed all the requirements of our premarital series. Therefore it is important that you register immediately and **we recommend that you allow at least 3 months between the completion of your premarital class and your wedding date.**

Class topics include family of origin, communication, anger and conflict resolution, finances, intimacy, and growth and planning. The classes are taught by utilizing a survey tool, lectures, exercises and group discussions. Registration and premarital inventory is required 2 weeks prior to start date of the classes. You can find more information and register for an upcoming class at [vineyardcincinnati.com/marriage](http://vineyardcincinnati.com/marriage).

## Wedding Fees

### Offsite Weddings:

- Premarital Class Fee is \$100.00 per couple
- Offsite wedding fee for a Vineyard Pastor performing the nuptials is \$325

Weddings may be scheduled for offsite locations with a Vineyard Pastor performing the nuptials based on their availability. Offsite fees must be paid in full before a pastor is scheduled.

### Onsite Chapel Weddings:

- Premarital Class Fee is \$100.00 per couple
- Refundable deposit for a wedding in the Vineyard Chapel is \$200
- Fee for the Vineyard Chapel is \$1200. Discounted fee may be available for Vineyard attendees and their immediate family members. Please check with the wedding scheduler for availability.

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- Overtime charge after 1 hour rehearsal time is \$100 per hour beginning 10 minutes after the hour
- Overtime charge after 4 hour chapel time is \$50 per hour beginning 10 minutes after the 4 hours
- Alcoholic beverages are not allowed on the premises. Failure to honor this will result in the loss of the entire \$200 Security Deposit

The \$200 deposit is due before your date can be requested. This separate check will be deposited and is refundable up to 90 days after its receipt upon cancellation. **Paying the deposit does not guarantee your date; you must receive your official wedding confirmation, then sign and return the Chapel Usage Agreement that accompanies your confirmation.** If this agreement is not returned signed within a week, you may forfeit your wedding reservation. Though it's unlikely, in the event there are expenses incurred due to overtime, damages, or cleaning and removing decor, those fees will be deducted from your security deposit and the remainder will be returned to you after the wedding. If there are no additional expenses, a check will be issued for the full deposit and mailed to you after the wedding. The full wedding fee is due 30 days prior to the wedding date. This covers the Pastor's fee, building usage, and administrative costs, including a professional Sound Technician during your rehearsal and wedding ceremony, as well as a Ceremony Coordinator for your rehearsal and 4 hour coverage during the agreed upon usage time of the chapel on your wedding day.

## Vineyard Wedding Staff

### Wedding Scheduler:

The Wedding Scheduler is your first contact when requesting information about Vineyard weddings. The scheduler can answer questions, provide information, and schedule chapel tours. The scheduler will process payments and make all facility reservations and schedule the staff for your wedding. At any time in the process, feel free to contact the Wedding Scheduler with questions or concerns at [weddings@vineyardcincinnati.com](mailto:weddings@vineyardcincinnati.com).

### Wedding Pastor:

Due to speaking responsibilities, pastors who speak on the weekends do not perform weddings. Not to worry! We have wonderful ordained pastors, both male and female, who are experienced working with couples. These professionals are happy to work with you to make your wedding day a special one.

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Vineyard Wedding Pastors help couples prepare for their big day. This includes contacting you about 4 weeks before the wedding to plan the actual ceremony, scheduling 1 to 2 meetings to get to know you, connecting with your mentor couple from the Premarital Ministry regarding your premarital experience, and making sure you're supported as a couple. A licensed Vineyard pastor is required to be the officiant for any wedding ceremony involving the Vineyard's facilities.

## **Ceremony Coordinator:**

Our Ceremony Coordinators are experienced working with couples and can assist in planning and making suggestions for a smooth and beautiful wedding ceremony. Your Ceremony Coordinator will not only facilitate your rehearsal, but will assist you for the 4 hours you have access to the chapel on your wedding day. She will contact you about 4 - 6 weeks before your wedding to introduce herself and assist with planning. Your coordinator can be present to receive and direct any floral or rental deliveries, set up the aisle runner, provide assistance with lighting and other facility matters. Also, they will be able to instruct the wedding party regarding their placement and movement during the seating of guests, processional, ceremony, recessional and receiving line.

## **Sound Technician:**

Our Sound Technicians work closely with the Ceremony Coordinators and are experienced professionals that set the mood for your wedding. Your technician can provide technical support for any pre-recorded music, musicians and/or vocalists you provide. The technician will be available at your rehearsal to determine lighting needs and perform sound checks for speakers, music, and live musicians. Your technician will then implement your lighting and sound needs for your wedding day.

## **Musicians and Vocalists**

The Vineyard does not provide pre-recorded music, musicians, or vocalists. The Vineyard Chapel is equipped with a piano which is available for use at no charge. You may have a combination of up to 3 musicians and/or vocalists; more than 3 may result in additional fees.

Please have any musicians and/or vocalists available at your rehearsal for a sound check. All musicians must be present for the sound check unless otherwise arranged with the Ceremony Coordinator.

Musicians and/or vocalists' fees are handled separately between you and the musicians/vocalists.

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## Audio Visual Guidelines

The basic wedding package includes:

- CD music playback
  - All your selections to be recorded onto a single CD in the order of playback
  - Provide a written list of songs, song length, and place in the ceremony when each song is to be played
- 1 Video playback or 1 automatic (self-timed) PowerPoint presentation (do not include music in the PowerPoint)
- Up to 3 basic lighting settings

Please provide all music, directions for playback, video and/or PowerPoint presentations to the Ceremony Coordinator at least a week before the wedding and have them available at the rehearsal.

## Decorating and Facility Guidelines

- We do not schedule weddings on Easter, July 4<sup>th</sup>, or Thanksgiving weekends. Also the weekends before and after Christmas.
- Decorating the chapel must be accomplished during your 4 hour chapel time
- All deliveries must be made during your 4 hour chapel time
- The Ceremony Coordinator can accept floral or rental equipment deliveries if you have made prior arrangements to do so. Payments required for vendors delivering to the chapel are the responsibility of the wedding party
- Photography inside the building must be scheduled during your 4 hour chapel time
- Other than a unity candle and the provided candelabras, **NO other flame candles are permitted.** Battery operated candles are acceptable
- Decorations can be set up on the floor, tables, or tied with a ribbon to existing furniture
- Only non-damaging fasteners may be used; do not use staples, nails, tacks or tape
- Flowers, bows and other items may be attached to the chairs via pipe cleaner or stick pins



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- Flower petals are only allowed if using an aisle runner; runner should be 75' in length
- Rice, birdseed, and balloons are not permitted
- Alcoholic beverages are not permitted on the premises (communion is an exception). Failure to keep alcoholic beverages off the premises will result in the loss of the entire \$200 security deposit
- The Vineyard is a non-smoking facility. Smokers are expected to respect the grounds by depositing their litter in the proper outside receptacles
- Parking – Keep in mind when planning your wedding start time that Vineyard traffic around the facilities during weekend service times can be heavy and will likely slow the arrival of wedding guests
- Arrange for all floral, decorations, rentals and personal items to be cleared from the chapel **immediately** after the wedding. Otherwise, additional fees will be applied.

### Complimentary Items

The chapel is equipped with the following and usage is based on availability at no additional charge:

- Piano
- An altar table to use for a unity candle or sand ceremony
- 8 Pedestals
- Unity candle base
- 2 Candelabras with liquid paraffin candles
- Communion tray and goblet
- Emergency kit – filled with items to assist with unexpected emergencies, because the show must go on!

If you would like to utilize any of these items, please include that in your wedding plan with your Ceremony Coordinator.