

BAYSIDE COMMUNITY CHURCH
Care Ministry
Information for Wedding Services

COORDINATORS & PLANNERS

Our Campus Care Coordinator is required to be present and to help facilitate the rehearsal.

If you have hired a personal Wedding Coordinator or Planner, please notify the Campus Care Coordinator, and he/she will be happy to work with your personal coordinators or planners, sharing the responsibilities.

FACILITIES

The Youth Auditorium and the HUB are available for weddings at the times listed below, with the understanding that we need to schedule based on availability. These times are subject to change, but once the ceremony is booked, every effort will be made to keep the commitment.

If you plan on having a large wedding party or band, please discuss this with your Wedding Coordinator before reserving the Auditorium. Additional staff may be required and an additional fee may be discussed.

At various times, there may be other events or conferences happening at Bayside; but your Campus Care Coordinator can provide you with these details if needed.

FACILITY/AVAILABILITY

Youth Auditorium: Monday- Friday 1 - 5PM; Saturday 8AM - 2PM

HUB: Monday – Friday (Depending on Availability); Saturday 8AM – 2PM

All scheduling will be approved and finalized through the Campus Facilities Coordinator. He/she will also notify you of any other events and services that may be taking place in other parts of the building during your ceremony time.

FACILITY/GUIDELINES

The facility is only available for the time frame agreed upon.

Supplies must be removed from the facility by the end of your time frame; Bayside is not responsible for property left within the church.

Child care is not available; nor are any rooms available for children to be entertained in during the wedding ceremony. Please communicate this to your guests.

Smoking and alcoholic beverages are not permitted anywhere on the church premises.

BAYSIDE COMMUNITY CHURCH
Care Ministry
Information for Wedding Services

D E C O R

Final decorating plans must be approved by the Campus Care Coordinator.

No tape, staples, sticky tack, or adhesive of any type may be attached to the walls, windows, doors, or any other structure in the facility.

Live candle use is prohibited; however, candles are allowed to be used in the facility in containers or if they are drip-less.

Furniture cannot be moved from other parts of the building; all stage furniture and sound equipment will be moved only by Bayside Community Church sound technicians or other Bayside Community Church staff.

Bows on chairs for Family Seating must be tied around the chair, not pinned to the chair- the chairs are approximately 50 inches around.

We do allow aisle runners in the Auditoriums.

A minimal amount of artificial flower petals are allowed if they are vacuumed/picked up.

Outside Items

Floral

Fresh flowers can be used in the building as floral arrangements; however, all flower arrangements must be placed in waterproof containers and it is your responsibility to pick up any flowers that are dispersed on the floor by the flower girl or florist.

It is also your responsibility to notify the florist of your facility use times and let them know that any items brought into the facility must be removed within your time frame; the florist must complete their entire decorating process at least 1 hour prior to the ceremony and florist supplies that are brought in must be removed at least 45 minutes after the ceremony.

P H O T O G R A P H Y

BAYSIDE COMMUNITY CHURCH
Care Ministry
Information for Wedding Services

Since the Photographer or Videographer are hired vendors by you, you are responsible for communicating the following:

Our coordinators are not able to assist them in their setup or their choice of location.

We do ask that the Photographer and Videographer are aware that this is a holy ceremony and to use discretion during the ceremony in relation to where they stand; please have them check with the Pastor for any preferences.

Pictures need to be finished by the end of your time frame.

R E N T A L / S U P P L I E S

Be sure to inform the Campus Care Coordinator if you have any rental supplies being delivered.

C A R S & P A R K I N G

Please notify your Campus Care Coordinator if you have any information regarding transportation from the church to the reception, especially if you are planning to use limousines, rental cars, and/or horse-drawn carriages.

You may certainly decorate cars.

Bayside does not provide parking attendants for weddings.

M U S I C

It is your responsibility to plan the details of the music and provide any recorded music; Bayside does allow non-Christian music to be performed during wedding ceremonies, and music with offensive or inappropriate language is not permitted.

All video, music, and slides must be emailed to the Campus BayPro Coordinator 24 hours in advance of the rehearsal, including a list of songs that will need to be approved by him/her.

We recommend that you bring all recorded music to the rehearsal and on the day of the wedding, on a USB thumb drive as a backup, using this list of approved media formats: Videos - .MOV; Music - .MP3; Pictures (slides) - .jpeg.

R E H E A R S A L

BAYSIDE COMMUNITY CHURCH
Care Ministry
Information for Wedding Services

Your rehearsal time needs to be requested at the time of your meeting with the Pastor/Officiator.

It is important that your wedding party arrives on time, as it is possible that there may be another rehearsal scheduled on the same day.

MUSICIAN / REHEARSAL

It is your responsibility to book musicians and notify them of the policies that pertain to them in the facility, including the facility availability; we are not able to accommodate additional rehearsal times for musicians during the rehearsal.

CEREMONY

Your Campus Care Coordinator will assist you with finalizing and orchestrating the details of your ceremony, including the order of events.

We can discuss dressing room availability; however, all family members are encouraged to come dressed including groomsmen, mothers, grandmothers, ushers, flower girls, ring bearers, musicians, etc.

RECEPTION

Additional rooms are not able to be reserved for receptions or other use.