


# **WEDDING**

policies handbook



We are so excited for you as you plan your special day. We are honored that you would consider Catalyst and the staff to be a part of your special day. The following information will help you make an informed decision about your special day.

*In His Service,*  
**Catalyst Staff**

### ***Step 1 - Schedule an Assessment***

- An assessment is an in-person meeting at the Catalyst office with the pastor that will conduct the wedding.
- No children are allowed to accompany you at the assessment or any other meetings.

### ***Step 2 - Payment & Scheduling***

- Dates, prices, brief pre-marital counseling and other details will be covered during the assessment.
- Weddings are \$300. The price could decrease according to the size of your wedding party. This price includes the counseling, coaching, wedding rehearsal, ceremony, a wedding administrator for rehearsal and ceremony, clean up, set up, and a sound technician.
- Full payment is required to schedule the wedding date.
- Dates are first come first serve. All Catalyst Events take precedent over wedding dates.
- 2PM on Saturday will be the last wedding time of the day.

### ***Step 3 - Important Policies***

- Catalyst does not host any receptions.
- To be sensitive to the time of our pastors and coaches, we ask that you give us 24-hour notice if you will be unable to attend your assessment or pre-marital coaching session.

## **Vow Renewals**

- Dates are first come first serve. All Catalyst Events take precedence.
- We do not allow any bridal parties for renewals.
- No music for renewals.
- There is no charge for renewals but gratuities are welcomed.

# WEDDING/RENEWAL CONTRACT

Bride's Name \_\_\_\_\_

Contact Number \_\_\_\_\_

Email \_\_\_\_\_

Groom's Name \_\_\_\_\_

Contact Number \_\_\_\_\_

Email \_\_\_\_\_

Wedding Date 1st Choice \_\_\_\_\_

Wedding Date 2nd Choice \_\_\_\_\_

Time of Wedding: \_\_\_\_\_

## **Size of Bridal Party:**

Bridesmaid(s) \_\_\_\_\_

Groomsman \_\_\_\_\_

Ring bearer(s) \_\_\_\_\_

Flower Girl(s) \_\_\_\_\_

**Description of ceremony and any special elements:**

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**ACKNOWLEDGEMENT OF WEDDING AGREEMENT**

My signature below indicates that I have received the wedding policies. I understand the policies and fee requirements made by Catalyst, and will abide by them for our wedding. I commit to giving notice of 24 hours in advance if I am unable to attend any scheduled appointments.

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Name

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Signature

Date

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Name

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Signature

Date

**CATALYST**  
IGNITE YOUR WORLD