

Royal Lane Baptist Church

WEDDING CEREMONY **CHECKLIST**

- Contact RLBC Wedding Assistant for date availability.
- Read **ALL** Policies and Guidelines. **No verbal agreements.**
- Sign **Wedding Reservation Acknowledgement Form.**
- Pay deposit (see *Fee Schedule*).
- Forward *Policies and Procedures for Florists* to florist.
- Forward *Policies and Procedures for Photographers/Videographers* to photographer and/or videographer.
- Four (4) months prior: Pay remainder of Building Usage/Wedding Services fee and Damage Deposit.
- Contact church organist (see *Music and Organist*) to set a meeting date for music consultation. **ALL wedding parties must have a music consultation and all ceremony music must be approved by the Minister of Music or the Organist.**
- A minimum of two (2) months prior: Meet with organist regarding music selection. If not using piano and/or organ music, but will be using other instrumentalists, the Keyboard Waiver Agreement Form must be submitted a minimum of 60 days prior to the ceremony date and a copy(ies) of the instrumentalists' contracts must be provided to the Organist at this time, and their music must be approved by Minister of Music.
- One (1) month prior: An approved RLBC Wedding Director will contact you to set up a consultation to prepare a plan for the seating, wedding procession and recessional. This meeting usually takes place 2-3 weeks before the wedding date.

ROYAL LANE BAPTIST CHURCH

6707 Royal Lane • Dallas, Texas 75230-4145

PERTINENT NUMBERS:

Harry Wooten 214-361-2809 ext. 15
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Janet Schultz 214-361-2809 ext. 11
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Danny Ray 214-361-2809 ext. 10
Organist dray@royallane.org