

January '10

Dear Bride,

Congratulations on your upcoming marriage. As Wedding Coordinator for Deer Park United Methodist Church, it is my goal to make your wedding day go as smooth as possible. After doing so many weddings, I have gathered a few tips to share with my next bride.

My goal is to make you and your groom happy, because this is your day and you are the only one I have to please. I will use the proper etiquette, but if we have to throw it out, it's ok with me. I will try to contact you one (1) month prior to the wedding day, if you don't call me first with questions. Please feel free to call me anytime.

I will arrive 30 minutes prior to the rehearsal to unlock/turn on, and greet early arrivers. I will assist the minister, help with coordinating and answer any questions. I know you will be going to the rehearsal dinner, so for the rehearsal have ready, the entrance order, couples, placement of couples, who's ushering whom, seating of parents/grandparents (rows they will sit on), who lights unity candle/candelabras. The wedding cloth is off white with a gold cross and double wedding rings and will be on the altar table with the candles cross and Bible. **HINT:** If you have more than 4 or more attendance, I would suggest them stand outside the rail and just have the "best" up on the altar. It can really get crowded with more. But we can place them and look at it and you decide. I will need all escorted guest at the back of the center aisle by 5 minutes till time of the wedding. Guys should be in the choir hall with the minister by this time. I will come get the girls at 2 minutes till. I seat the first escorted guest at the time announced on the invitation. Prelude music usually starts and candles are lit at 15 minutes before the time. **HINT:** Please bring the marriage license with you that night, if you haven't done it.

On the wedding day, my arrival is 3 hours prior to time of wedding. Unlocking, turning on, assisting the florist, caterer, and photographer (if any) are my early chores. **HINT:** Please share the policies of DPUMC with the above professionals or friends helping you. **HINT:** It is good idea to have someone to pin flowers, as many times the florists decorate, leave and return to clean up. It should be someone who knows most of the wedding party and their early arrival is important because the flowers must be pinned on prior to pictures.

The girls will be dressing in the bride's room. **HINT:** There is a large hook to hang your dress on. I would uncover and use a chair to spread the train. There is a hook on the closet door for others. The room is small, but can accommodate about 6 people dressing. The restrooms are next door, but the **public** uses them too. If you need more space we can use the rooms across the hall, these are great for larger wedding parties. **HINT:** You must consider moms, aunts, good friends and all wanting to "just see or visit the bride." If you want "restricted traffic" just let me know. **HINT:** The room must stay clean if you plan on using the mirror for pictures. Please remember that there is **NO ALCOHOL** allowed on church property, which is inside & outside. Many seem to get this confused. Smoking must be done outside and away from the building. **HINT:** With the A/C running the suction pulls the smoke inside, so please smoke away from the doors.

The groom's room is #112, the choir room. It has a mirror and phone; restrooms are down the hall. Please remember that there is **NO ALCOHOL** allowed on church property, which is inside & outside. Many seem to get this confused. Smoking must be done outside and away from the building. **HINT:** With the A/C running the suction pulls the smoke inside, so please smoke away from the doors.

The equipment the church has is a wooden kneeler, 2 - 7 candle candelabra with ivory candles, unity candle stand (bride provides large center candle). We also have a tabletop unity candleholder and table and again you must provide the large center candle. A cherry wood French provincial 4' table for the sign in book is available. The table will hold a small to medium flower arrangement, book, pen, photo, maps or programs.

I will also assist the musicians, running the tapes and adjusting the sound system.

It is important the wedding party stick close together for pictures, before and after. After the wedding, the entire wedding party will return to the side choir hall and wait for the guest to leave and the photographer to set the cameras for the after pictures. Please have family members hang around for pictures if needed.

I think I have addressed a lot of the questions you may have, but if I haven't please call me after 4pm or in the evening. A \$100 deposit is required to get on the calendar along with the form. You may mail or bring it to the church and someone will put it in my box. The office hours of the church are 8:30-4:30, till noon on Friday and closed 12-1pm for lunch. If you or one of your professionals need to see the church after hours, just let me know and I can make arrangements to meet them and let them in.

Penny McBride  
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P.S. I do have a couple of backups if for some reason I am unable to host your wedding. All have done as many as I have and I feel very confident turning these duties over to any of them.