

Wedding Preparation Sheet  
First Baptist Church

**Bride:**

**Groom:**

**Rehearsal Date:**

**Rehearsal Time:**

**Wedding Date:**

**Music Start Time:**

**Ceremony Start Time:**

This wedding form will be used by the sound crew to determine what equipment to set up and where. This form will also be used by the sound crew as a “program” during the wedding. The attached example shows the type of information we need to help the wedding go smoothly and on schedule.

Please read this form in its entirety and understand that:

- The fee for members of Paris First Baptist Church is \$50. The fee for non-members is \$65
- The sound crew will make every attempt at being as flexible for your ceremony as possible. If you have suggestions or preferences for you ceremony, please express them.
- Soloists normally practice their music on the night of the rehearsal. In the event that this is not possible a practice may be set up with the sound crew from 1:00pm to 2:00pm on the day of the wedding. If the wedding is an early afternoon wedding the practice may be moved up from 11:00am to 12:00pm.
- Soloists typically perform on the floor near the piano. If the soloist will be performing in any other location, please indicate that on this form.
- The Minister of Music (MoM) must approve each piece of music to be played or preformed during and before the ceremony. The sound crew cannot use any music that has not been approved and initialed by the Minister of Music. If your soloist is undecided between two pieces, you might consider having them both approved just in case.
- It is very important that this form be filled out completely, including Minister of Music initials, and turned in to the sound crew as early as possible- at least two weeks prior to the wedding.

If you have any questions or comments about this form or any technical aspect of your wedding you may contact:

**Matt Lampley**  
Office: 642-1144  
E-mail: [mlampley@fbcparis.org](mailto:mlampley@fbcparis.org)

