

# WEDDING APPLICATION PACKET

The Office of Event Productions at The Southern Baptist Theological Seminary

2825 Lexington Road

Louisville, KY 40280

(502) 897-4072

[eventproductions@sbts.edu](mailto:eventproductions@sbts.edu)

Office Hours: 8:00am - 4:30pm M-F

## Eligibility to be Married at The Southern Baptist Theological Seminary

To be married at SBTS, individuals must meet one of the following criteria:

1. Be a student or the son/daughter of a student of SBTS or Boyce College
2. Be an employee or the son/daughter of an employee of SBTS or Boyce College
3. Be an Alumni or the son/daughter of an Alumni of SBTS or Boyce College
4. Be a Trustee or the son/daughter of a Trustee of SBTS
5. Be a member of good standing at a Southern Baptist Church.

## Wedding Meetings

An Event Hostess from the Office of Event Productions will be assigned to your wedding. The hostess will guide you through the wedding planning process for all events held on campus including the rehearsal, wedding ceremony and reception.

## Meetings

The Office of Event Productions requests that two meetings be scheduled with the bride/groom, or their wedding coordinator, to arrange the wedding plans and discuss questions concerning the ceremony. The client is responsible for scheduling these meetings with the Office of Event Productions.

- ❖ Meeting One:
  - The first meeting will take place after the initial wedding request has been submitted to Event Productions and has been approved. In order for your request to be processed, please submit pages 6-7 and your Pastoral Reference Letter to the Office of Event Productions.
- ❖ Meeting Two:
  - The second meeting will take place one month prior to the wedding. Please be prepared to discuss the final details for the wedding ceremony and reception.

## Wedding Forms and Fees

- ❖ The forms found on pages 6-7 of this packet and the pastoral reference letter must be received before the request will be processed. Please return completed forms and the pastoral reference letter to the Office of Event Productions:
  - Fax: (502)897-4088
  - Email: [eventproductions@sbts.edu](mailto:eventproductions@sbts.edu)
  - Mail: 2825 Lexington Road | Louisville, KY 40280
- ❖ Once the event has been approved, an event agreement will be sent to the billing party for review. A signed copy of the document should be returned along with a 25% deposit of the estimated charges.

## **Billing**

- ❖ The “Billing Information” sheet on page seven will determine who is responsible for payment of all aspects of the wedding.
- ❖ Two weeks following the wedding the Billing Party(s) will receive an invoice from the Office of Event Productions summarizing the billing information. Billing Party(s) are asked to pay upon receipt of the invoice.

## **Catering/Food**

- ❖ The SBTS Catering Services department will provide all catering, however, the wedding cake may be provided by an outside source. All catering requests will be coordinated through the Office of Event Productions.
- ❖ Outside refreshments, including food and drinks, are not permitted in the event space.
- ❖ Minimum catering sales of \$1000 are required for wedding receptions.

## **Decorations**

- ❖ Reserved rooms may be decorated, however the following items may not be used: glitter, confetti, nails, tacks, screws, tape, adhesives, hot wax, staples or other fasteners. Only bows, greenery & flowers held with elastic, ribbon, or pew clips may be placed on the pews.
- ❖ Only dripless candles are permitted in Alumni Chapel, Broadus Chapel and Dillard Chapel. Only pillar or votive candles may be used in banquet space. A cover must be placed over the carpet/floor, window ledges and tables where candles are in use.
- ❖ If an aisle runner is desired, the runner will need to be 82.5 ft in Alumni Chapel and 66 ft in Broadus Chapel. For safety, aisle runners need to be secured at both ends.
- ❖ There are 69 pews in Alumni Chapel and 36 pews in Broadus Chapel. Each pew may be decorated by use of ribbon or pew clips. The use of nails, screws, tape, adhesive, hot wax, staples, or fasteners are prohibited.
- ❖ The stage in Alumni Chapel is 10 feet by 7.6 feet (at the largest point). A small staircase will be placed in the center at the foot of the stage. Broadus Chapel has two platforms available in the follow sizes 4.9 feet by 3.2 feet and 6.2 feet by 4.2 feet.
- ❖ Members of the wedding party are not allowed to change or move furniture within the event space. Please contact the wedding hostess with special needs regarding the set-up.
- ❖ Bubbles may be used outside for a wedding. No birdseed, rice, or confetti may be used.
- ❖ All decorations must be removed from event space immediately following the event unless prior arrangements have been made through the Office of Event Productions.

- ❖ Any damages to the facilities, furniture, equipment, fixtures, grounds, landscaping or any other SBTS property will be the responsibility of the wedding party and will result in additional charges on the final bill.

### **Guest Rooms**

- ❖ Wedding parties may block guest rooms at the Legacy Hotel located on the SBTS campus. Wedding parties may block up to 30 rooms for their party based on hotel availability. Unreserved rooms will be released from the block one month prior to the wedding date. Please contact the Office of Event Productions to reserve guest room block.
- ❖ Guest rooms may be billed by individual rooms, one master bill for all rooms within the block, or a combination of a master bill and individual bills.

### **Media**

- ❖ Media requests for the ceremony and reception must be submitted to the Office of Event Productions by the deadline indicated on the Event Agreement.
- ❖ All events in Alumni Chapel and Broadus Chapel will require a SBTS media technician to be present and to run equipment.
- ❖ A SBTS media technician will be present for the rehearsal and ceremony during the scheduled event times with equipment requested through the Office of Event Productions. Additional requests at the time of the event are not guaranteed and may incur additional charges on the final bill.
- ❖ All audiocassette tapes and CDs that will be used during the wedding are needed at the time of the rehearsal. Media is unable to use MP3s or mini-discs.
- ❖ The Media Services department does not offer videography. Students, faculty and staff may contact Media Services directly to reserve a camcorder.
- ❖ Videos that are to be shown during the Reception must be provided to Event Productions to be reviewed prior to the wedding.
- ❖ No outside media such as a data projector and microphones are allowed in event space.

## **Music**

- ❖ Only Christian music may be played at the wedding ceremony and reception. A list of preapproved music is provided on pages 9-10 of this booklet. Music may be selected from this list or a request for approval of music selections may be submitted. The approval list of music must include the song title and composer.
- ❖ Music played during the wedding ceremony must be the original CD or tape and must hold a copyright through SESAC, BMI or ASCAP. Recorded copies are not permitted.
- ❖ Use of the organ provided in either Alumni Chapel or Broadus Chapel require contracting with a SBTS approved musician. Please contact the Office of Event Productions for a list of approved musicians. The wedding party is responsible for contacting and scheduling approved musicians from this list.

## **Other Important Information**

- ❖ D.J.'s and/or dancing are prohibited on SBTS premises.
- ❖ Alcoholic beverages are prohibited on SBTS premises.
- ❖ Smoking is prohibited in SBTS facilities.

## **Rental Equipment**

- ❖ SBTS is not responsible for any rental equipment. All rental equipment must be removed from the premises immediately following the event unless prior arrangements have been made through the Office of Event Productions. SBTS does not provide kneeling benches or candelabrum.

## **Security/Information**

- ❖ SBTS provides 24 hours a day security and may be reached at 897-4444. Please contact Security for any medical emergency. The Information Desk located in the Honeycutt Campus Center is staffed during the following operating hours of Mon. - Fri. 6 a.m. - 12 a.m., Sat. 7:30 a.m. - 10 p.m., and closed on Sunday.

## **Fee Schedule**

The timeframes defined below include all event activities: decorating, photography, ceremony, and removal of all decorations and other rental items. Additional fees will be assessed if activities extend beyond the times outlined.

Rehearsal: Friday evening from 5:00pm until 7:00pm.

Wedding: A maximum four-hour block beginning no earlier than 11:00am and ending no later than 6:00pm.

All fees include room rate, media equipment, and standard wedding room set-up.\*

### **Alumni Chapel - \$2160.00**

Standard Set-up: Preparation of chapel by removing all platform furniture, adding white stairs and unity candle table, moving the piano, provision of a lectern and gift table in the foyer, and straightening dressing rooms.

### **Broadus Chapel - \$1140.00**

Standard Set-up: Preparation of chapel by setting large platform and unity candle table, providing a lectern and gift table in the foyer, and straightening chairs at the front of the chapel.

### **Heritage Hall - \$700.00**

Catering must be provided by our on-campus catering department

### **Media Labor**

\$150.00 flat fee for rehearsal and ceremony

**Wedding Information Sheet**

**Eligibility:**

**Bride is a:**

- \_\_\_ Student of SBTS
- \_\_\_ Student of Boyce College
- \_\_\_ Employee
- \_\_\_ Alumni
- \_\_\_ Trustee
- \_\_\_ Daughter of a Student of SBTS
- \_\_\_ Daughter of a Student of Boyce College
- \_\_\_ Daughter of an Employee
- \_\_\_ Daughter of an Alumni
- \_\_\_ Daughter of a Trustee
- \_\_\_ Other

**Groom is a:**

- \_\_\_ Student of SBTS
- \_\_\_ Student of Boyce College
- \_\_\_ Employee
- \_\_\_ Alumni
- \_\_\_ Trustee
- \_\_\_ Son of a Student of SBTS
- \_\_\_ Son of a Student of Boyce College
- \_\_\_ Son of an Employee
- \_\_\_ Son of an Alumni
- \_\_\_ Son of a Trustee
- \_\_\_ Other

**Bride**

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Church Name \_\_\_\_\_

**Parents of the Bride**

Name(s) \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_



## **Pastoral Reference**

A letter of recommendation from your pastor will be required discussing the following information:

- ❖ How long and in what capacity has the pastor known the wedding applicant
- ❖ The pastor's knowledge of the applicant's church involvement
- ❖ The pastor's knowledge of the bride and grooms relationship

Letters of recommendation may be emailed or faxed to the Office of Event Productions and should include the contact information for any follow-up questions or correspondence.

## Pre-approved Music List

Title	Composer/Recording
“A Mighty Fortress is Our God”	Luther
“Air for the G String”	
“Allegro Maestro” (Water Music)	Handel
“And On This Day”	Tina English
“Answered Prayer”	Lisa Bevill/Bob Carlisle
“As the Deer”	
“Be Thou My Vision”	Hymn
“Beautiful in My Eyes”	Joshua Kadison
“Bonded Together”	Twila Paris
“Bridal March”	Mendelssohn
“Cherish the Treasure”	Steve/Maryjean Green
“Clair De Lune”	
“Come, Thou Fount of Every Blessing”	Hymn
“Concerto Melody”	
“Cross My Heart”	Michael W. Smith
“Do You Dream of Me”	Michael W. Smith
“Doubly Good to You”	Amy Grant
“El Shaddai”	Amy Grant
“Elvira Madigan Theme”	Wolfgang Mozart
“Father, We Commit to You”	
“Flesh of My Flesh”	Leon Patillo
“Great is Thy Faithfulness”	Hymn
“Glorious is Thy Name”	Hymn
“Great is Thy Faithfulness”	Hymn
“Go There With You”	Steven Curtis Chapman
“God Woman and a Man”	Lilly Green
“Have We Taught Our Children Well”	One
“He Knew It Was You”	
“Here We Are”	Dallas Holm
“Here We Are Now”	John Purifoy
“Holy Ground”	Hymn
“Household of Faith”	Steve Green
“How Beautiful”	Twila Paris
“How Deep The Father’s Love For Us”	Hymn
“How Great Thou Art”	Hymn
“I Exalt Thee, Lift Him Up”	
“I Will Be Here for You”	Michael W. Smith
“I Will Be There”	Steven Curtis Chapman
“I Will Go There With You”	Steven Curtis Chapman
“I See Jesus In Your Eyes”	
“I’ll Still Be Loving You”	Restless Heart
“In His Presence”	Sandi Patti
“In This Very Room”	Steve Green
“It’s All About You Jesus”	Passion

“Jesus, Joy of Man’s Desiring”	Classical
“Jesus Loves Me”	William Bradbury
“Joy of Man’s Desire”	St. Louis Brass Quintet
“Joyful, Joyful, We Adore Thee”	Hymn
“Learning to Walk”	Joseph Martin
“London Festival”	Largo
“Love Moves in Mysterious Ways”	Michael English
“My Peace is With You”	Clay Crosse
“My Tribute”	Crouch
“O Lord You’re Beautiful”	
“O Perfect Love”	Hymn
“O The Deep Deep Love of Jesus”	Williams
“Ode to Joy”	Ludwig von Beethoven
“On Eagle’s Wings”	
“Only God Could Love You More”	
Palchebel’s Canon in D	Classical
“Parent’s Prayer”	Vocal
“Perfect Union”	Matthew Ward
“Prelude” – Bach	Classical
“Processional”	Henry Purcell
“Psalm 19”	Benecetto Marcello
“Rachel’s Song”	Instrumental
“Savior, Like a Shepherd Lead Us”	Hymn
“Say Once More”	Amy Grant
“Shine On Us”	Phillips, Craig & Dean
“Somewhere in the World”	Wayne Watson
“Song of Reconciliation	Ashton/Becker/Dente
“Suite Antique”	Aria & Chanson
“Surely the Presence of the Lord”	Hymn
“Take a Lifetime”	Steven Curtis Chapman
“Thais”	
“The Church’s One Foundation”	Hymn
“The Four Seasons – Spring”	Antonio Vivaldi
“The Lord’s Prayer”	
“The Wedding Song”	Traditional
“The Wedding Song”	Kenny G
“This is the Day” – A Wedding Song	Scott Wesley Brown
“Trumpet Voluntary”	Henry Purcell
“Trumpet Tune”	
“Watercolor Ponies”	Wayne Watson
“We Bow Down, Holy, Holy, Holy”	Carol Tornquist
“We Will Glorify”	Carol Tornquist
“Wedding March”	Felix Mendelsshon
“Wedding Prayer”	Wendy & Mary
“When You Are a Soldier”	Steven Curtis Chapman
With All My Heart”	Babbie Mason
“You’re the Only Little Girl”	Vocal