



CBMC WEDDING GUIDELINES

PREPARATION

1. Indicate your intention to get married at CBMC by contacting the Church Office at least six months in advance and check the date of your wedding against any CBMC church event.
2. A CBMC Wedding Coordinator will be assigned to you in helping you with CBMC policies, availability and arrangements of your wedding ceremony. Please refer all questions to the Wedding Coordinator. An appreciation gift of \$100 is required.
3. If a CBMC leader provides premarital counseling, the fee is a separate expense and the amount is to be discussed between the leader and the couple. A minimum payment of US\$250.00 is suggested.
4. A CBMC Wedding Ceremony Request Form will be filled out at the first meeting with your CBMC Wedding Coordinator. It will serve as a summary, reminder and your agreement with CBMC's belief.
5. Submit your proposed Wedding Ceremony Program and onstage helper list to the officiating pastor and obtain approval at least two months prior to the wedding day.
6. There is no cost for the usage of facilities when both the bride and the groom are members of CBMC. However, a deposit of US\$500.00 is required as a guarantee for the following:
 - a. The wedding ceremony and reception will end on time, including the cleanup process. A US\$200.00 fine will be charged for overtime.
 - b. Cleanup of the sanctuary and reception areas are in compliance with the requirements on the checklist. A US\$300.00 fee will be charged for non compliance.



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7. The deposit is due when you meet with the CBMC Wedding Coordinator. The check should be made payable to CBMC. The deposit is refundable if both requirements (# 6a & b) are **STRICTLY** complied with.
8. It is important that you understand that you and your helpers are responsible for the cleanliness and tidiness of the facilities before, during, and after the ceremony and reception.
9. In order to preserve the solemn atmosphere of the ceremony and not to create any interruption, **flash pictures are prohibited within the sanctuary during the ceremony. No other light source is allowed.**
10. Flash photography is **NOT** allowed once the wedding procession has begun. Time exposures taken from the back of the main sanctuary are allowed. Please do not walk down the aisles or walk on the platform to take pictures during the ceremony. These rules are strictly enforced.
11. Professional photographers are allowed to take pictures during the ceremony. They are to be properly attired and conduct themselves fitting to the occasion. They are not to cause any hindrance to the smooth flow of the ceremony by disruptive or excessive movements. No one is allowed to walk down the aisles or walk on the stage to take pictures. These rules are strictly enforced.
12. Videographers may only stand in the front for videotaping. Videographers must be in position before the prelude begins and must dress appropriately. Videographers are **NOT** allowed to move around during the ceremony, meaning they must remain stationary throughout the entire ceremony. They should not leave their positions until the guests have exited. Videographers must have their own audio track. They cannot tie it to the church's sound system. These rules are strictly enforced.



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13. Anyone who disrupts the ceremony will be warned once and if the disruption continues, the person will be asked to leave the sanctuary or chapel.
14. Food and beverages are allowed only in the reception area, and never in the sanctuary or chapel.
15. Unless permission is granted, the bulletin boards in the church premises are not for decoration.
16. Items such as columns and candle stands, which are checked out from the church, are to be returned to their stored positions after use. You are not allowed to remove them from the church premises unless permission is granted from the Church Office.
17. The throwing of real petals, confetti, rice, etc. is prohibited no matter inside or outside the church. Only silk petals are allowed inside the sanctuary.
18. The church will not provide child care during wedding events. Parents should be responsible for their children's behavior so that they would not disrupt the ceremony.
19. The hours for usage are as follows:
 - Sanctuary 3 hours before ceremony begins
1 hour for the wedding ceremony
1-1/2 hours after the ceremony ends
 - Chapel 3 hours before ceremony begins
2 hours after ceremony ends
 - Bridal Room 1 hour before ceremony begins
1-1/2 hours after ceremony ends



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- No exceptions will be granted.

WEDDING REHEARSAL

1. A wedding rehearsal will be scheduled on a Thursday evening before the wedding day. The officiating pastor or the CBMC Wedding Coordinator will guide you through the rehearsal. It is your responsibility to inform all members in the wedding party of the rehearsal time. Please be punctual.
2. Prior to the rehearsal, you should have the approved wedding program from the officiating pastor already. Please bring some copies of the program to the rehearsal.
3. You need to provide your own helpers for setting up the altar and stage. Helpers are suggested to arrive at least 30 minutes before the rehearsal begins.

THE WEDDING CEREMONY

1. The entire wedding party should be present and dressed at least one hour prior to the designated starting time. If you want to take pictures before the ceremony, please time yourself accordingly.
2. Ushers should begin seating the guests at least 30 minutes prior to the ceremony. Your CBMC Wedding Coordinator would give instructions for the seating of family members and guests.
3. All photographs taken inside the sanctuary must be completed within the time allotted for sanctuary usage. There will be no exceptions.
4. Please remember to bring your license to marry on the wedding day. It is your responsibility to send the original to the County Recorder's Office for



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registration and give a copy to the CBMC Wedding Coordinator for church record.

THE WEDDING MUSIC and TECHNICAL SUPPORT:

1. All onstage helpers and music used in the ceremony must be approved by the officiating pastor 2 months prior to the wedding day.
2. You can invite any Christian musician or friend to be your pianist. If the pianist is a member of CBMC, an appreciation gift of \$100 is required.
3. Only people who are officially trained by CBMC's AV Team are allowed to operate the church's audio and/or visual equipments. You are encouraged to invite qualified personnel to be the soundperson. An appreciation gift of \$100 is required.

THE WEDDING DECORATIONS:

1. No scotch tape, pins or nails are allowed. Masking tape is acceptable, but elastic rubber bands are preferable.
2. CBMC will only provide two candle lighters, two candle stands and the unity candle stand. You have to provide all other decorations including the runner.
3. Only driplless candles can be used.
4. All decorations must be removed from the sanctuary promptly after the wedding ceremony has ended. Please notify the Wedding Coordinator **2 weeks** prior to your wedding if you wish to donate your flowers to CBMC for the following Sunday Worship Services.

RECEPTION



羅省華人聖經宣道教會

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Tel: (626) 570-9044 Fax: (626) 570-1735 Email: info@cbmcla.org Website: www.cbmcla.org

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1. Same restrictions apply for decorations to the reception areas as in the sanctuary.
2. The church may provide tables and chairs. You need to bring your own silverware and necessary utensils (i.e. plates, cups, napkins, etc.).
3. You shall be responsible for any damage to church facilities caused by yourself, your helpers, or your guests. After the event, chairs and tables are to be restored to their original positions. Utensils borrowed from the church are to be cleaned and washed. Only large trash cans are to be used for reception purposes.
4. The building and grounds must be left clean and orderly after the wedding and reception. Please see cleanup checklist for details.