



Beacon Light of Hammond

500 East Hanson Avenue
Hammond, LA 70403
985-429-7545

Elder Dennis R. Hebert, Jr. Senior Pastor/Teacher
Bishop Darryl S. Brister, Apostle/Overseer

Wedding Request Form

Wedding Request Information : _____

To secure a wedding date and location, you must complete a wedding request form and submit it with a refundable security deposit. Forms can be obtained and completed in our Secretary's office. Tuesday-Thursday 9:00 am—5:00 pm.

Wedding Fees: _____

Member Church Weddings are \$275 plus a \$100 refundable security deposit. The deposit is required at the time of submitting your request form. The balance is due at least 30 days before the wedding date. If the wedding is cancelled within 60 days, your deposit will be refunded; after 60 days you forfeit your deposit. If you decide to change your wedding date or church location after 60 days, you forfeit your deposit and another deposit will be required for the new date and/or location. All wedding cancellations must be submitted to administration in writing.

The security deposit is refundable if and only if you do not violate the wedding policies and procedures.

Office Weddings are \$175. No deposit needed. A full payment is due upon completion of request form.

Off-Site Weddings are \$175. No deposit needed. A full payment is due upon completion of request form.

Wedding License: _____

You are responsible for securing your wedding license at least (72) hours - (3) days prior to your wedding. Please notify our administrative office once you have received your marriage license for further instructions. Your license will then be turned over to the individual officiating your wedding. **ONLY IF WEDDING IS TO BE HELD AT CHURCH.** If your wedding is off sight it is the responsibility for the bride and groom to present the Elder with your license upon arrival.

Wedding Counseling: _____

Premarital Counseling is for members only, at least two (2) premarital counseling sessions are required and must be scheduled (1) month prior to the wedding date. Both bride and groom must be present for all counseling sessions. Counseling sessions are held at the church on Tuesdays and Thursdays (times vary) and can be scheduled by calling (985) 429-7545 ext. 102 or via the website at www.beaconlightofhammond.org. The Elder who conducts your counseling session will also perform your wedding ceremony unless otherwise notified.

Post-Marital Counseling is for members only, three (2) post marital counseling sessions are required and must be scheduled as follows:

- 1st Session** — **Three months after the wedding**
- 2nd Session** — **Six months after the wedding**
- 3rd Session** — **First Year Anniversary**

Both Husband and Wife must be present for all counseling sessions. Counseling sessions are held Tuesdays and Thursdays (time varies) and can be scheduled by calling (985)429-7545 ext. 102 or via website at www.beaconlighofhammond.org. The Elder that conducts the wedding will be responsible for the Post marital Counseling.

Promptness/Rehearsal: _____

We may schedule more than one wedding on the same day, so be on time. It is very important that your wedding/reception/rehearsals begins and ends on time. If your wedding starts more than (15) minutes late, your security deposit **will not** be refunded.

Rehearsals are usually held on the eve of your wedding date between the hours of 6:00pm to 8:00 pm and should last no longer than (1) hour. If you exceed the scheduled rehearsal time, your security deposit will not be refunded. Rehearsal should be scheduled as follows:

- Friday Wedding** — **Thursday Rehearsal**
- Saturday Wedding** — **Friday Rehearsal**

The musician will not be present for the rehearsal, therefore, it is important that you bring CD's or cassette tapes of music.

Soloist: Any soloist participating in the wedding may have a brief run through with the assigned musician by appointment only. Please notify Administration.

Music: _____

Beacon Light is not responsible for securing musicians for your event. However if you have need of a musician Beacon Light will put you in contact with our musicians. All payments and fees is at the musicians discretion

Decorations and Flowers: _____

Church/Reception decorations are to be done the day of the wedding/reception. You will be allowed three hours prior to the scheduled time of your wedding. The times will be scheduled when you submit your wedding request form. There are five requirements below:

- No Tape or Staples on Pews (please use plastic hanger clips or transparent tape)
- Use Taper Candles (drip-less candles) No Exceptions.
- Rose Pedals are allowed for the Wedding Ceremony.
- No Rice or Confetti is to be thrown.
- Bubbles are only allowed outside of the sanctuary.

Any violations will result in non-refund of deposit.

Wedding Attendant: _____

Beacon Light International Baptist Church has a Wedding attendant who is assigned to weddings. The Wedding Attendant is a representative of Beacon Light and will maintain contact with the bride and/or the wedding coordinator throughout the planning of the wedding. The attendant will also communicate with the pastoral support minister, musician and maintenance supervisor to ensure the proper person can be assigned and informed about the wedding.

Wedding Reception Hall: _____

Brister's Hall
500 East Hanson Avenue
Hammond, LA 70403
Accommodations: up to 200 people
Rental Fee: TBD/OPTIONAL

Sample Wedding Program:

Prelude.....Musician

Processional.....Song Choice

Grandparent(s) of the Groom

Grandparent(s) of the Bride

Parent(s) of the Groom

Parent(s) of the Bride

Entrance of the Bridal Party.....Song Choice

Bridesmaid & Groomsmen

Maid of Honor & Best Man

Matron of Honor & Best Man

Junior Bride & Junior Groomsmen

Flower Girl & Ring Bearer

Entrance of Bride.....Song Choice

Opening Prayer

Scripture Reading

Exchange of Vows

Exchanging of Rings

Signing of License.....Song Choice

Unity Candles

Presentation to Parents

Benediction

Recessional



Wedding Notes

Pre-Marital Counseling:

1st Session- _____

2nd Session- _____

3rd Session- _____

It is our prayer that this day is a memorable and joyous day for you!



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Wedding Request Form

Bride's Data:

Name: _____ Home Ph. _____ Cell Ph. _____
Address: _____ City/State/Zip _____
Email Address: _____ Emergency Contact Ph. _____

Groom's Data:

Name: _____ Home Ph. _____ Cell Ph. _____
Address: _____ City/State/Zip _____
Email Address: _____ Emergency Contact Ph. _____

Wedding Details:

Wedding Coordinator/Ph. _____

Date: _____ Time: _____ Location: _____
Number in Bridal Party: _____ Decoration Time: _____

Rehearsal Details:

Date: _____ Time: _____ Location: _____
Number in Bridal Party: _____ Decoration Time: _____

Wedding Fees: (check appropriate)

_____ Church Wedding	\$275
_____ Office Wedding	\$175
_____ Off-Site Wedding	\$175

Security Deposit of \$100 must be paid to secure date!

Request By: _____ Date: _____



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Wedding Services Payment Request Form

Wedding Date: _____ Wedding Time/Location: _____

Bride: _____ Groom: _____

Services Provided:

Officiate: \$125 _____

Maintenance: \$50 _____

Attendant: \$50 _____

Sound Engineer: \$50 _____

Hall Rental (optional) \$275 _____

***MUSICIAN IS NOT INCLUDED**

Security Deposit of \$100 should be returned to payee listed below:

Name: _____

Address: _____

City/State/Zip: _____

Security Deposit will not be returned because the following violations were observed:

(1) _____

(2) _____

(3) _____

By signing below, I acknowledge that I have received and will comply with all wedding policies and procedures as outlined Wedding Guidelines.

Signature Bride/Groom/Parent: _____

Security Deposit Amount: \$ _____

Date: _____

Received By: _____

Date: _____