

Cost Worksheet for Use of Building for Wedding

(Members of Manor Woods are not charged for the room use.)

<u>Services & Fees</u> (Prices may be changed at the discretion of the staff.)	Fee to church:	Pay to provider:
Sanctuary/Lobby/Changing areas. (\$300)	\$ _____	
Use of Candelabra, two 7-candle sets (\$30 for the pair)	\$ _____	
Custodial Service (\$300) (Required for Fri/Sat weddings)	\$ _____	
Total Payment Due to CCMW:	\$ _____	

Required Service Providers (Payment made to Service Provider. May be given to Liaison to distribute.):

Sound Tech, selected by CCMW (At least \$100)	\$ _____
Wedding Liaison (At least \$300)*	\$ _____

Honoraria for Service Providers (Payments made payable to Service Providers. Given to Liaison to distribute.):

Officiating Pastor	\$ _____
Organist	\$ _____
Pianist	\$ _____
Soloist	\$ _____
Other _____	\$ _____
Other _____	\$ _____

Honoraria Information

Honoraria/gifts are given at the discretion of the bride or her family. In determining appropriate honoraria, consider:

- how much you can afford
- experience/skill of the individual
- time expended by the individual before, during, and after the wedding service

While we do not “recommend” an honorarium amount, the list below has been created to give you a little guidance. The Internet search that created this list reveals both higher and lower amounts in each of the categories, but the list reflects a range that was seen most often.

- Sound Tech (\$100-\$300)
- Organist (\$200-\$400)
- Minister (\$200-\$500)
- Soloist (\$100-\$300)

* The Wedding Liaison is **NOT** your Wedding Planner—you are responsible for planning and executing all plans concerning your wedding. The job of the Wedding Liaison is to maximize effective communication between you and the church, while preventing the administrative staff’s time from be impacted. The Wedding Liaison will answer any questions you have regarding what can and cannot be done in the building or during the ceremony, will be available to assist with your wedding set-up preparations, and will follow-up to be sure areas are cleaned and reset afterward. The Liaison will be on hand to help execute various details and lend support to the bridal party on the wedding day. (If you want assistance with actually planning and executing the details of the wedding or help with any details that do not include the church building, you may negotiate directly with the Liaison to determine any added dimensions of the job and the extra compensation for that service.)

Additional honorarium may be paid to the Sound Tech or the Wedding Liaison, but the amounts stated above are REQUIRED.