

Wedding Preparation Guidelines

After the Proposal

- Call up church office and speak to the church wedding advisor to arrange for an **interview** session with one of the church pastor. The couple should discuss a planned date for the wedding with the pastor first before making other arrangements.
- Sign the **Wedding Agreement Form** and submit to the church wedding advisor.
- Obtain the **Pre-Marital Counselling Kit** from the Church Office after the interview.
- Arrange for pre-marital classes (6 sessions) with the counsellors (refer to "Premarital Counselling Procedures pamphlet") and Nursery Duties (8 weeks)

***NOTE : - Due to hectic programs, no wedding is allowed one week before and a week after Christmas & New Year's day.**

- **No wedding is encouraged on the same day/date of important church program (kindly check with church wedding advisor for church event dates to avoid any event clashes)**

3 - 6 months prior to wedding

After approval has been given by the Pastor, and a wedding date has been set, kindly submit to EPCC office the following forms :

- Form M-3 (Booking Form)
- Registration of Marriage Application Form

Once the Registration of Marriage Application Form has been approved, kindly obtain & complete Borang JPN.KC02

1 - 2 months prior to wedding

- Verify JPN.KC02 with a Commissioner of Oath at least 2 months before the wedding date.
- After final endorsement by JPN, kindly submit all the documents to EPCC office immediately.
- Kindly contact Stephanie (stephaniecml@gmail.com) to arrange for a closing session with the Senior Pastor.
***Note :** - Please ensure that you have **completed all** of the pre-marital counselling topics before contacting Stephanie.
- Please prepare a printed copy of your wedding order of service to be screen through by the Senior Pastor. (A sample could be found in the last page, in the pre-marital counselling manual)
- Arrange for a meet up with the church wedding advisor to go through the final check list and make necessary payments before your wedding ceremony.

Physical Arrangements

Decorations

- The florist/decorators to work only the day before the wedding ceremony during office hours.
- All decorations/flowers to be removed immediately after the wedding to make way for the next event.
- Items not allowed :
 - Confetti/rice/fresh petals to be thrown in auditorium/church premises
 - The use of staples, nails or any other materials which is capable of penetrating holes on walls
 - The use of duct tape, or any other material which is capable to damage the paint on the walls.
- Decorations should complement the existing settings of the auditoriums.
- Church keys will not be given to the wedding decoration personnel. Church staff will be available to open and lock up during office hours 9am to 5pm.
- Setting up of decoration time allowed is only 4 hours. If additional hour is required. Please indicate in your M3 form.
- No decoration should be fixed if there is a church service/church worldwide event, so that your decoration will not be tampered for your sake.

Auditorium

- The auditorium will be opened 1 hour before the wedding. If earlier time slot is needed, please inform during the final meeting.
- No church promotional banners, vision/mission statement boards or other church related notice boards or information streamers to be removed from the auditorium. Please work around all these materials.
- Clearing & moving musical instruments from stage is not allowed as it would cost time & money to set it back again.
- Rearranging chairs & seating arrangements are not allowed. Kindly follow the assigned floor plan.
- You can place markers and signage for seating allocations.

Refreshments/Tea-Reception

- Catered Reception : Please advise the caterers to ensure the place is cleaned up and all left-overs and utensils are disposed off or kept before leaving the premises.
- Reception for guest to be done in Café.
- Venues used for reception is to be restored to its original state.
- No food and drinks is allowed in the Auditoriums.
- Smoking and alcoholic beverages is not allowed in any areas of the church premises.

Cleaning up

- Couple need to appoint a cleaning personnel. He/she will be the focal point of contact by the church wedding advisor to ensure the premises used is tidy and clean.
- Couple need to hire our EPCC cleaner. (Mdm Ooi. 016-4726630). The cleaner will only focus on vacuuming the auditorium carpet and disposing all the rubbish.

Helpers

- Couple is responsible to find their own helpers.
- Wedding Coordinator : Preferably from EPCC who is a married individual so as to guide/advice you better throughout the event. The wedding coordinator must ensure the auditorium is set back to it's original setting after the wedding event ends.
- The helpers below must be from EPCC and is experienced to handle the equipment if you are using the church auditorium for the wedding. If couple is unsure who to find, please speak to the church wedding advisor **at least 3 months** before the wedding.

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| ➤ Media | ➤ Lighting |
| ➤ Sound | ➤ Camera |

The Bridal Party

Typically consist of the followings:

- Bride
- Father or a representative of the father of the Bride
- Flower Girl(s) : *Need to be above 5 years old.
- Paige Boy(s) : *Need to be above 5 years old.
- Brides' Maid(s)

Dresses that are deemed too revealing are strictly prohibited.

*the younger they are, the chances of them bailing out due to pressure is very likely.

Rehearsal and Practices

- Couple must book the auditorium and rooms required for rehearsal, worship team practises, decoration and refreshment set-ups with the church office (Contact : Nicky Yeoh, nickylodeon20@gmail.com). Kindly book **at least 3 months before** your wedding day.
- **Rehearsal time** is encouraged to be set up at the following slots :
5 – 6 PM, either Thursday/Friday before the weekend wedding event. If this time is not possible, please contact the church wedding advisor.
- The following **individuals are expected** to be present for the **rehearsal** :
 - The couple
 - Bride's dad/whoever walks her down the aisle
 - Maid of Honor & ALL Bridesmaid(s)
 - Flower Girl(s) (Need to be above 5 years old.)
 - Paige Boy(s) / Ring Bearer (Need to be above 5 years old.)
 - Sound and Media Personnel (must be from EPCC & is experienced to handle the equipment)
 - Wedding Coordinator (Preferably from EPCC who is a married individual so as to guide/advice you better throughout the event.)
 - Master of Ceremony (MC)
 - Best Man

Note : Kindly inform a week before rehearsal how many Best Man team & Bridesmaid(s) will be involved in the processional/recessional.

- **Items to bring for your rehearsal :**
 - Soundtrack : Processional & Recessional music must be prepared in best preferred format (Please liaise with your sound crew which works best)
 - Wedding Rings
 - Bridal shoes.

Contact :

- ✓ **Pre-Marital Counselling Kits/ROM/Administrative** : Eileen Seah (016-4761921)
- ✓ **Physical arrangement/Worship** : Pastor Benard (012-4751568)
- ✓ **Technical** : Eugene Kew (016-4096612)