

## The Wedding Advisor

### The role of the Wedding Advisor:

- Handles official church paperwork and distribute forms and payments to appropriate people.
- Coordinates communication between you and any staff at the church, for example:
  - Director of Worship and Music
  - Facilities Manager
  - Sound Engineer
  - Calendar Coordinator
  - Custodian
- Makes the initial contact with you to introduce herself as your Wedding Advisor. The Wedding Advisor cannot begin to work with you until permission has been granted by the Pastor of Marriage and Family.
- Meets with you at least three months before your wedding to go over internal details, such as the aisle runner, ushering, floral arrangements, pulpit placement, banner choices, etc.
- Attends your rehearsal and takes notes on your order of ceremony and ceremony details.
- Assists on the wedding day in coordinating wedding party members, the order of entrance, and easily forgotten details.
- Represents Valley's policies and procedures throughout the planning process.
- Assures that the facilities are restored to their original state after your rehearsal, ceremony and reception lines are over.
- Prays for your wedding day to run smoothly and to be full of joy!

The Wedding Advisor is not a wedding planner. She is a representative of the church to make sure that your wedding plans are within the building use guidelines of the church. If you need or want extensive help with the details of your wedding, we encourage you to seek the help of a professional wedding planner.

**Important:** Valley highly discourages scheduling a wedding during a holiday. Your wedding cannot take place at Valley unless one of the church's Wedding Advisors is available to coordinate the wedding. Thus, marrying during a holiday is not guaranteed.