

WEDDING POLICY AND PROCEDURES

First Assembly of God – Fort Myers (FA|FM)

1. Purpose

Marriage is a sacred covenant established by God and designed to reflect Christ's relationship with the Church. Wedding ceremonies at FA|FM are intended to celebrate this covenant in a Christ-centered environment while providing couples and their families a meaningful and memorable experience.

2. Eligibility

Wedding ceremonies at FA|FM are available to active members of the church and their immediate family members.

Membership status is determined by church records. An active member is defined as someone who has attended services and financially supported the church within the past six months.

Requests from non-members may be considered on a case-by-case basis and are subject to Lead Team approval.

All couples must:

- Complete a wedding application
 - Meet with the officiating pastor
 - Complete required premarital counseling
 - Agree to uphold the biblical values and beliefs of FA|FM
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3. Facilities

Wedding ceremonies are typically held in Colonial Chapel, which has a maximum capacity of 250 guests, based on availability.

Couples expecting attendance above 250 guests may request use of the Main Auditorium, which seats up to 1,965 guests. Approval is based on availability and church discretion.

All decorations, floral arrangements, staging, and special installations must be approved in advance by the wedding coordinator.

The use of candles, open flames, confetti, glitter, rice, birdseed, smoke effects, or similar materials is prohibited unless approved in writing.

All deliveries and setup schedules must be coordinated through the wedding coordinator.

The church is not responsible for lost, stolen, or damaged personal items.

4. Scheduling

All weddings must be scheduled through the church office and are subject to facility and staff availability.

Wedding requests should be submitted at least 90 days in advance.

Wedding ceremonies cannot be scheduled during:

- Sunday morning services
- Wednesday night services
- Major church events
- Easter weekend
- Christmas services
- Major holidays

Changes to wedding details must be submitted at least 14 days prior to the ceremony.

Cancellations must be submitted at least 30 days prior to the wedding date.

5. Premarital Counseling

All couples are required to complete premarital counseling with an approved pastor or counselor prior to the wedding ceremony.

Premarital counseling sessions must be completed no later than 30 days before the wedding date.

Failure to complete counseling may result in the wedding ceremony being postponed or canceled.

6. Ceremony Guidelines

A First Assembly pastor or approved officiant must perform the ceremony.

All music, readings, vows, participants, and ceremony elements must be approved by pastoral staff to ensure alignment with the church's values and mission.

Wedding ceremonies are limited to 90 minutes.

The wedding party may arrive up to 3 hours before the ceremony unless otherwise approved.

Guest seating will open 30 minutes prior to the ceremony.

The church reserves the right to deny any ceremony element deemed inappropriate or inconsistent with biblical standards.

If security or Sheriff's Office presence is requested, additional fees will apply.

7. Church Provided Support

FA|FM provides the following support:

- Wedding coordinator and planning meeting
- Officiating pastor (if requested)
- Sound system and microphones
- Production staff support
- Standard stage lighting
- One ceremony rehearsal (up to 90 minutes)
- Two-hour production setup window
- Video recording of the ceremony (provided as a gift)
- Video delivery within 14 days

8. Couple Responsibilities

The couple is responsible for providing:

- Marriage license
- Ceremony order and timeline
- Music selections
- Wedding party information
- Reader and participant names
- Video, photo, or slideshow files
- Final program details
- Printed wedding programs (if desired)

All wedding assets must be submitted no later than 14 days prior to the ceremony.

Florida marriage license requirements are the responsibility of the couple and must be present the day of ceremony.

9. Rehearsal

One rehearsal is included and will be scheduled based on facility availability.

The wedding party is expected to arrive on time and prepared.

Rehearsals are limited to 90 minutes.

All participants should attend unless approved by the wedding coordinator.

10. Media and Production

Production staff will be available for setup and sound checks based on the approved timeline.

The ceremony will be recorded and delivered within 14 days.

Livestreaming is available upon request using a provided hosting platform.

Due to copyright restrictions, some music may not be included in recorded or streamed content.

Additional production requests may incur additional fees.

11. Conduct Policy

All guests and participants are expected to conduct themselves respectfully and honor the sacred nature of the wedding ceremony.

Alcohol, illegal substances, smoking, vaping, and inappropriate behavior are prohibited on church property.

The church reserves the right to end or restrict any event if behavior becomes disruptive, unsafe, or inconsistent with church standards.

12. Wedding Procedure Steps

Step 1: Submit wedding request

Step 2: Meet with wedding coordinator

Step 3: Meet with officiating pastor

Step 4: Complete premarital counseling

Step 5: Submit ceremony details (30 days prior)

Step 6: Confirm order of service and production needs (14 days prior)

Step 7: Submit final assets and participant list (14 days prior)

Step 8: Attend rehearsal

Step 9: Wedding day

13. Contact Information

First Assembly of God – Fort Myers
4701 Summerlin Road
Fort Myers, Florida 33919

Church Office: (239) 936-6277 | **FAMFM.COM**

Wedding requests must be submitted through the church office, church website, or mobile app.

The wedding coordinator will schedule a planning meeting to establish ceremony details, timelines, next steps, and approved dates.

14. Wedding Fees & Payment Schedule

Wedding fees help offset facility preparation, utilities, staffing, production support, rehearsal coordination, custodial services, and administrative costs associated with hosting wedding ceremonies at FA|FM.

All fees are subject to change and must be paid in full prior to the wedding date.

Active Members

Colonial Chapel Wedding Package

Includes:

- Wedding Coordinator
- Ceremony Rehearsal
- Officiating Pastor
- Sound System & Microphones
- Production Support
- Video Recording of Ceremony

Fee: \$1,000

Immediate Family of Active Members

Colonial Chapel Wedding Package

Fee: \$1,500

Non-Members

Colonial Chapel Wedding Package

Fee: \$2,500

Includes:

- Wedding Coordinator
 - Ceremony Rehearsal
 - Approved Officiant
 - Sound System & Microphones
 - Production Support
 - Video Recording of Ceremony
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Main Auditorium Upgrade

For weddings expected to exceed 250 guests, couples may request use of the Main Auditorium based on availability and approval.

Additional Fee: \$1,500

Includes:

- Main Auditorium Access
 - Additional Production Staffing
 - Auditorium Preparation and Cleaning
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OPTIONAL SERVICES

Livestream Package

Includes private streaming link and archived recording.

Fee: \$250

Additional Rehearsal

One additional 90-minute rehearsal session. (Day Before)

Fee: \$250

Security Services

Required for large weddings or when requested by the family.

Fee: \$250

Additional Musicians

Pianist or Guitarist accompaniment

Fee: \$250

Additional Production Services

Special lighting, additional technicians, custom staging, or advanced audio/video requests.

Starting at \$250

Reception Space Rental

Reception space may be available depending on church calendar and room availability.

Custom Quote Required

Deposits & Payment Schedule

Active Members

- \$250 non-refundable reservation deposit
- Remaining balance due 30 days prior to wedding

Immediate Family of Members

- \$350 non-refundable reservation deposit
- Remaining balance due 30 days prior to wedding

Non-Members

- \$500 non-refundable reservation deposit

- Remaining balance due 30 days prior to wedding
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Refund Policy

All reservation deposits are non-refundable.

Cancellations submitted more than 30 days prior to the wedding date will receive a refund of fees paid, excluding the reservation deposit.

Cancellations within 30 days of the wedding date are non-refundable unless approved by church leadership due to extraordinary circumstances.

Damage & Cleaning Fees

The wedding party is responsible for any damage to church property caused by guests, vendors, or participants.

Additional cleaning, repair, or replacement costs may be assessed if facilities are left in an unsatisfactory condition.

Payment Methods

Payments may be made by:

- Cash
- Check
- Credit/Debit Card
- Online Giving Portal

All payments must be received and processed prior to the wedding date.

Failure to complete payment requirements may result in cancellation of the wedding reservation.