

*Your Wedding*  
*At*  
*Cranberry Community*  
*United Presbyterian Church*



*Weddings at the  
Cranberry Community United Presbyterian Church  
2662 Rochester Road, Cranberry Township, Pennsylvania 16066  
Phone: 724-776-5310 Fax: 724-776-5315*

We are happy you are considering the Cranberry Community United Presbyterian Church (CCUPC) for your wedding. We look forward to helping you plan a special day the two of you will always remember.

We believe that marriage is a covenant between God, a man, and a woman. Therefore, we prepare for and conduct weddings at our church as services of worship. As a ministry of this church, we have developed guidelines and policies to lead you toward both a meaningful and spiritual wedding, and lasting life together.

May God bless you as you make plans for your very important day, and congratulations!

1. *Introduction ~ Weddings at CCUPC*
2. *Time Line of "Things to Do"*
3. *Wedding Reservation Form*
4. *Frequently Asked Questions*
5. *How Do I Get Started?*
- 6-7. *Wedding Ceremony Policies*
8. *Wedding Contract and Policy Agreement*
9. *Florist Policy*
  - 9a. *~ Couple's Copy*
  - 9b. *~ Florist's Copy*
  - 9c. *~ Florist Contract & Agreement*
10. *Photographer Policy*
  - 10a. *~ Couple's Copy*
  - 10b. *~ Florist's Copy*
  - 10c. *~ Photographer Contract & Agreement*
11. *Videographer Policy*
  - 11a. *~ Couples' Copy*
  - 11b. *~ Videographer's Copy*
  - 11c. *~ Videographer Contract & Agreement*
12. *Contact Information*
13. *Directions to the Church*



After carefully reading through the entire packet, please fill out the Wedding Contract and Policy Agreement and return to us via fax, mail or you may place it on the counter in the Main Office. The Wedding Coordinator will call you after we've received the completed form. We will be glad to "pencil in" a date for your wedding on the church calendar at this time. This date will be contingent upon your meeting with one of our pastors for preliminary counseling.

*Church weddings are scheduled according to availability on the church calendar. Some dates may not be available due to church programs or holidays.*



## Weddings at CCUPC

### Time Line of "Things to Do"

#### Upon Your Engagement

- ◆ Contact the Church to have a Wedding Packet and Schedule of Fees sent to you.
- ◆ Meet with one of our pastors to discuss your decision to marry.
- ◆ Submit the Wedding Contract and Policy Agreement, and the Wedding Reservation Form along with a check made out to "CCUPC" for your down payment to secure the date.

#### Three to Six Months Before your Special Day

- ◆ Submit the completed Florist Contract.
- ◆ Submit the completed Photographer Contract.
- ◆ Submit the completed Videographer Contract.
- ◆ Contact the officiating pastor to schedule counseling sessions.

#### Two Months Before your Special Day

- ◆ Submit your music choices for approval by the pastor.

#### One Month Before your Special Day

- ◆ Apply for your Marriage License at a PA county courthouse. (License is good for 60 days).
- ◆ Provide Wedding Bulletin information to the pastor for approval.
- ◆ Confirm with the wedding coordinator if the church is printing the bulletins and provide any special bulletin paper to be used.

#### Two Weeks Before your Special Day

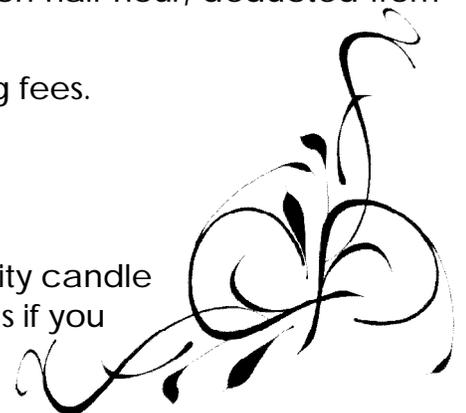
- ◆ Drop off any pre-recorded music (on CD) that will be used during the wedding ceremony.

#### The Week before your Special Day (Church office hours — Mon. - Fri. 9:00 AM - 2:00 PM)

- ◆ Drop off or mail a security deposit of \$200 made out to "CCUPC." This check will be returned to you unless there is damage to the church building, or the rehearsal or wedding ceremony begins late, which will result in a \$50 charge for each half hour, deducted from your security deposit.
- ◆ Drop off or mail a check to cover the balance of your wedding fees.
- ◆ Drop off your Marriage License.

#### The Night of the Rehearsal

- ◆ Bring all ceremony accessories that will be used such as the unity candle and dripless tapers, guest book, bubbles, and wedding bulletins if you are printing them yourself.



*Weddings at the  
Cranberry Community United Presbyterian Church  
2662 Rochester Road, Cranberry Township, Pennsylvania 16066  
Phone: 724-776-5310 Fax: 724-776-5315*

**Wedding Reservation Form**

Today's Date: \_\_\_\_\_

Date of Wedding: \_\_\_\_\_

Time of Wedding (can be changed): \_\_\_\_\_

Bride's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number (best way to reach you): \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Groom's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number (best way to reach you): \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Do you wish to use an organist for your ceremony?     Yes     No

If yes, will you provide your own organist, or shall one be provided by CCUPC?

will provide     CCUPC to provide

Will you be utilizing the services of an outside wedding coordinator?

Yes     No

If yes, please provide their name and phone number: \_\_\_\_\_

\*\*\*\*Please Note: It is a requirement that all couples go through a series of premarital counseling sessions prior to the wedding.

# Weddings at CCUPC

## Frequently Asked Questions (FAQs)

### 1. What do I need to do to reserve a date for a wedding?

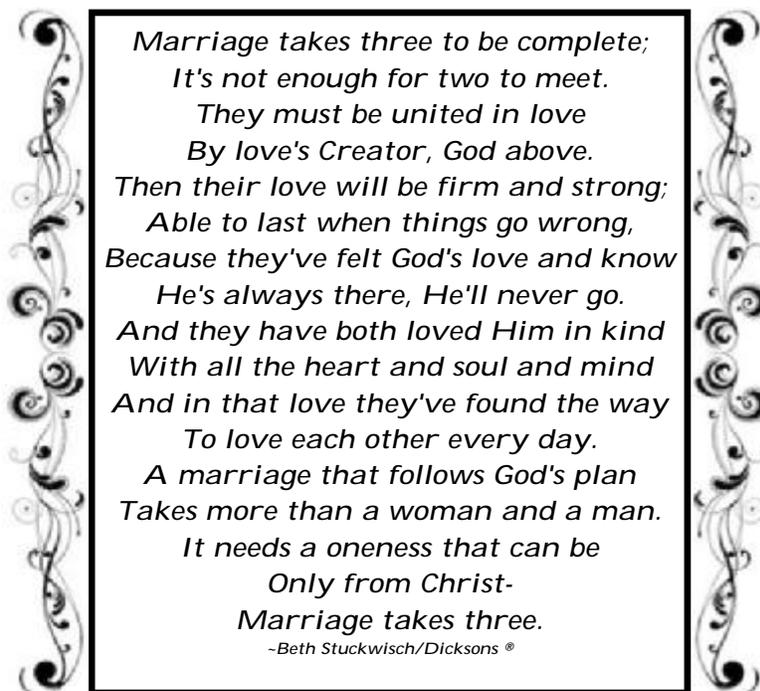
The first step is to request our wedding packet. After review, fill out the Wedding Reservation form (pg. 3) and the Wedding Contract and Policy Agreement form (pg. 7), and submit them to the church so that your date can be “penciled in” on the calendar. You must then schedule an appointment with one of our pastors to discuss your decision to be married at CCUPC. The third and last step is to make a down payment to officially reserve your date on the CCUPC calendar. Please contact the church office for a Fee Schedule.

### 2. Is there any pre-marital counseling available?

You will be required to meet with the pastor who will be performing your ceremony for counseling. Your officiant will work with you to set up a counseling schedule.

### 3. What amenities does CCUPC offer?

CCUPC is a newer building of contemporary design. The sanctuary seats approximately 425 people, and offers comfortable cushioned pews and air conditioning. There are 17 rows of pews on one side, and 16 rows of pews on the other featuring a center aisle, and leaving a row open for handicap seating. Our spacious parking lot will accommodate 175 cars, with two entrances, one of them at a traffic light for safe and easy exiting. We are centrally located to major highways (the PA Turnpike/Interstate 79), hotels and restaurants.



# *Weddings at CCUPC*

## How Do I Get Started?

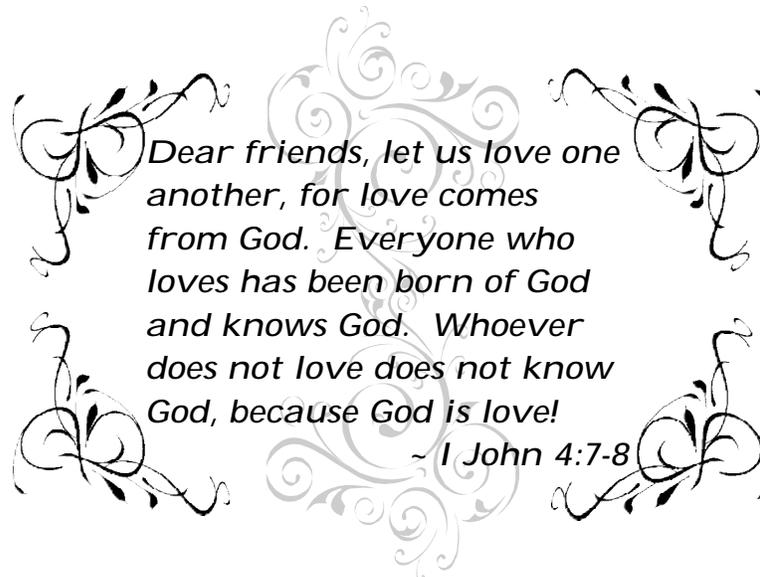
After consulting with you, the CCUPC wedding coordinator will forward your completed forms to one of our pastors. It is then your responsibility to schedule an appointment with one of them. You may call the church office during business hours or you may use the contact information found on p. 18 to contact the pastors directly.

Once you have met with the pastor, and he or she has agreed to marry you, please mail in your \*non-refundable down payment check made payable to "CCUPC" to the attention of the CCUPC Wedding Coordinator. This will secure your wedding and rehearsal dates. *Please do not finalize your wedding date with other vendors until the CCUPC wedding coordinator calls you to confirm that she has received your payment.*

In summary, your wedding date will not be officially placed on the CCUPC calendar until the following three requirements are met:

1. Marriage Forms (pages 3 & 8) are received by the CCUPC wedding coordinator and "penciled in" on the CCUPC calendar.
2. The couple meets with one of our pastors to discuss the decision to be married at CCUPC.
3. Your down payment check is received by the CCUPC wedding coordinator.

For information regarding the required fees for getting married at CCUPC and other questions you may have, please contact the CCUPC wedding coordinator. We are looking forward to hearing from you and meeting with you in the near future.



\*In the event that you must cancel your wedding, we will be glad to refund your deposit if we are able to re-book another wedding for that day.



# Weddings at CCUPC

## Wedding Ceremony Policies



### The Marriage License

You will need to obtain your marriage license and present it to the pastor the week before the wedding. In Pennsylvania both bride and groom must appear at the County Clerk's office and both must present proper identification (ex: driver's license, military or PennDot photo ID). Applicants must have Social Security cards to prove U.S. citizenship. Contact the county where you will apply for the current fee amount. The application must be made within 60 days of the wedding date. Licenses are valid for 60 days from the date of issuance and may be used anywhere in Pennsylvania.

### The Wedding Coordinator

The wedding coordinator is provided by the church. He or she will be present the night of the rehearsal, and the day of the wedding ceremony to assist the pastors and the bridal party with any needs pertaining to the wedding ceremony.

- ◆ This includes opening the church building for both the rehearsal and on the day of the wedding, being present for the florist, photographer, videographer, and other vendors, assisting the pastor with any set up, preparing the sanctuary for the ceremony, and restoring it to order for Sunday Worship. *Please make vendor set up and delivery arrangements with the wedding coordinator.*

The CCUPC wedding coordinator will be glad to take care of all of the ceremony details for your special day. You may utilize the services of an outside wedding coordinator to assist you with wedding tasks and personal preparations for your wedding day if you'd like. Please be sure to provide his or her name to the CCUPC wedding coordinator on the Wedding Reservation form. He or she will be welcome at the church, as long as they understand that the CCUPC wedding coordinator and pastors will be the one to make any final decisions concerning the church building and wedding ceremony.

### The Bulletin

Whether or not a formal bulletin is printed, the pastor will review the order of the ceremony with you and approve the final draft. All details must be completed with the pastor and the organist before the bulletin can be approved. The wedding coordinator is available to format and print a standard ceremony bulletin for you. Any special bulletin paper should be provided by the bride *30 days in advance* of the wedding date. Otherwise, the bulletins will be printed booklet style on 8.5 x 11 ivory paper. In preparing your bulletin, we have a few additions that we have found necessary to be included:

- ◆ "Because a wedding is first and foremost a service of worship, we feel that it is very important that it not be interrupted by camera flashes or the movement of people taking pictures. There will be ample opportunity for the taking of pictures following the service. Thank you for your cooperation."
- ◆ And, " To respect the wedding party and their guests, please have all communication devices in silent mode. Thank you."





## Weddings at CCUPC

### Wedding Ceremony Policies (cont.)

#### The Music

The church organist will be the only organist to play at CCUPC unless prior arrangements and approval have been made with the pastor and the church organist. The pastor or organist will discuss and approve all music selections with you, including vocalists, instrumentalists, and pre-recorded music. The wedding coordinator will direct you in contacting the organist. No musical decisions should be finalized prior to a consultation with the pastor and the organist.

#### Audio

The sanctuary is equipped with state of the art sound equipment. A sound technician will be provided by CCUPC to operate the equipment during the wedding rehearsal and ceremony. The technician will work with the organist and other musicians/soloists for microphone placement, sound checks, warm ups, etc. You may request to use your own music recordings for your wedding ceremony provided they have been approved by the pastor. This must be given to the wedding coordinator two weeks prior to the rehearsal on a CD.

#### Responsibility for the Safekeeping of Personal Items

Every possible effort will be made to protect personal items, however, the church will not be responsible for such items if lost, stolen or damaged. It is imperative that money, jewelry, and other valuables not be left unattended in the dressing areas. *We cannot store dresses overnight.* All items needed to ready yourselves and attendants for the wedding should be brought with you the day of the wedding. *All personal items must be removed from the dressing rooms and placed in your vehicles at least 30 minutes prior to the wedding ceremony.*

#### Wedding Attire

In keeping with our belief at CCUPC that the celebration of marriage is a worship event, we require that the bride and her attendants be dressed modestly. This means no plunging necklines or excessively bare dresses.

*We do not have the proper dressing rooms/areas available for the men to dress at the church, therefore, the groom and the groomsmen must arrive dressed in their wedding attire.*

#### Rehearsal Attire

Modest clothing is also required at the wedding rehearsal. We understand that casual rehearsal dinners often follow the rehearsal, but tank tops, short-shorts, torn jeans, plunging necklines or excessively bare dresses are not acceptable attire for the sanctuary. Business casual is acceptable attire for the rehearsal. *Please make this known to everyone in your wedding party.*

#### Conduct and Safety

Alcoholic beverages of any kind are forbidden anywhere on the premises. This includes the parking lots and dressing rooms of CCUPC. In addition, tobacco of any kind is not permitted in the church building. Smoking may take place well away from the entrances of the church.



*Weddings at CCUPC*  
WEDDING CONTRACT AND POLICY AGREEMENT

Wedding Date: \_\_\_\_\_

Bride's Name: \_\_\_\_\_

Groom's Name: \_\_\_\_\_

We have read the wedding policies of the Cranberry Community United Presbyterian Church and agree to abide by said policies. We understand we are financially responsible for any damage or destruction that may result to church property related to the events of this wedding. We understand it is our responsibility to inform the wedding party and any outside vendors of the Cranberry Community United Presbyterian Church's wedding policies.

Signatures of Bride & Groom:

\_\_\_\_\_  
Bride

\_\_\_\_\_  
Groom

Date: \_\_\_\_\_

Signature of the Officiating Pastor, Organist, and Wedding Coordinator:

\_\_\_\_\_  
Officiating Pastor

\_\_\_\_\_  
Organist

\_\_\_\_\_  
Wedding Coordinator

Date: \_\_\_\_\_

Please fill out and submit this form, the Wedding Reservation form (pg. 3), along with your Down Payment to:

Cranberry Community United Presbyterian Church  
2662 Rochester Road  
Cranberry Twp, PA 16066

ATTENTION: WEDDING COORDINATOR

Fax# 724-776-5315

*A copy of this form will be signed and mailed back to you. It will serve as a confirmation that your wedding has been placed on the CCUPC calendar.*

For questions, please call Kim Pugh, Wedding Coordinator at 724-776-5310



# Weddings at CCUPC

## Florist Policy (Couple's Copy)

We want your Cranberry Community United Presbyterian Church wedding ceremony to be a meaningful and beautiful experience. This requires cooperation of all parties involved. Therefore, we are asking that you carefully read the policies below and sign the Florist Policy Agreement as an indication that you understand and will abide by them.

### General Facilities

Church hours: The church office will be open weekdays from 9:00 AM to 2:00 PM. The building will be opened thirty minutes prior to the scheduled rehearsal time and two hours prior to the time of the wedding ceremony.

### Flowers and Decorations

Before the sanctuary may be decorated, arrangements need to be made with the pastor. Every effort should be made to preserve a worshipful atmosphere. The following procedures are to be carefully followed:

- ◆ All decorations and decorating equipment must be furnished and set-up by the wedding party or florist. Church staff will not be responsible for decorating.
- ◆ Any moving of pulpit furniture must be approved by the pastor, and must be coordinated prior to the rehearsal.
- ◆ A unity candle, furnished by the bride or the florist, may be used in the ceremony. It must be present for the rehearsal along with two dripless tapers. They are the only candles permitted for decorating purposes.
- ◆ Pew bows are permitted and may be attached by using floral pins. The florist or bridal party should provide, install, and remove these.
- ◆ Pew hymnals and Bibles may not be removed for weddings. Hymnals and Bibles are not to be used as props or flower stands.
- ◆ The florist is responsible for any clean-up 45 minutes prior to the start of the ceremony, and any tear-down of floral equipment within one hour following the ceremony.
- ◆ Nothing should block the entrance or exit from the pews.
- ◆ The wedding coordinator is not responsible for setting up or removing floral equipment or decorations on the church premises, but, along with the pastor, her or she has the right to "veto" any decision made by the florist or wedding couple for location of floral arrangements or equipment. *We encourage you to discuss your plans with the Pastor and Wedding Coordinator ahead of time.*
- ◆ The church owns two wooden pedestals that you may use for flower arrangements.
- ◆ If the bride chooses to donate the flowers for Sunday worship, please advise the wedding coordinator. In this case, the florist must arrange the flowers in a non-returnable container.
- ◆ All floral arrangements not being left behind must be removed immediately after the wedding ceremony.
- ◆ The church will not be responsible for any containers left at the church. Any additional expenses incurred by leaving floral arrangements or equipment at the church are not the responsibility of the church.
- ◆ For safety and legal reasons, we do not allow any substance such as: rice, birdseed, confetti, potpourri, etc. to be thrown anywhere on CCUPC property.

### Church Dimensions

- ◆ The sanctuary will hold approximately 425 people. There are 16 rows of pews on one side and 17 rows of pews on the other side with a middle aisle. Our building is handicap accessible.
- ◆ If it is desired, an aisle runner may be provided by the florist or bridal party. The appropriate size for our aisle is 100 feet.





# Weddings at CCUPC

## Florist Policy (Florist's Copy)



We want your Cranberry Community United Presbyterian Church wedding ceremony to be a meaningful and beautiful experience. This requires cooperation of all parties involved. Therefore, we are asking that you carefully read the policies below and sign the Florist Policy Agreement as an indication that you understand and will abide by them.

### General Facilities

Church hours: The church office will be open weekdays from 9:00 AM to 2:00 PM. The building will be opened thirty minutes prior to the scheduled rehearsal time and two hours prior to the time of the wedding ceremony.

### Flowers and Decorations

Before the sanctuary may be decorated, arrangements need to be made with the pastor. Every effort should be made to preserve a worshipful atmosphere. The following procedures are to be carefully followed:

- ◆ All decorations and decorating equipment must be furnished and set-up by the wedding party or florist. Church staff will not be responsible for decorating.
- ◆ Any moving of pulpit furniture must be approved by the pastor, and must be coordinated prior to the rehearsal.
- ◆ A unity candle, furnished by the bride or the florist, may be used in the ceremony. It must be present for the rehearsal along with two dripless tapers. They are the only candles permitted for decorating purposes.
- ◆ Pew bows are permitted and may be attached by using floral pins. The florist or bridal party should provide, install, and remove these.
- ◆ Pew hymnals and Bibles may not be removed for weddings. Hymnals and Bibles are not to be used as props or flower stands.
- ◆ The florist is responsible for any clean-up 45 minutes prior to the start of the ceremony, and any tear-down of floral equipment within one hour following the ceremony.
- ◆ Nothing should block the entrance or exit from the pews.
- ◆ The wedding coordinator is not responsible for setting up or removing floral equipment or decorations on the church premises, but, along with the pastor, her or she has the right to "veto" any decision made by the florist or wedding couple for location of floral arrangements or equipment. *We encourage you to discuss your plans with the Pastor and Wedding Coordinator ahead of time.*
- ◆ The church owns two wooden pedestals that you may use for flower arrangements.
- ◆ If the bride chooses to donate the flowers for Sunday worship, please advise the wedding coordinator. In this case, the florist must arrange the flowers in a non-returnable container.
- ◆ All floral arrangements not being left behind must be removed immediately after the wedding ceremony.
- ◆ The church will not be responsible for any containers left at the church. Any additional expenses incurred by leaving floral arrangements or equipment at the church are not the responsibility of the church.
- ◆ For safety and legal reasons, we do not allow any substance such as: rice, birdseed, confetti, potpourri, etc. to be thrown anywhere on CCUPC property.

### Church Dimensions

- ◆ The sanctuary will hold approximately 425 people. There are 16 rows of pews on one side and 17 rows of pews on the other side with a middle aisle. Our building is handicap accessible.
- ◆ If it is desired, an aisle runner may be provided by the florist or bridal party. The appropriate size for our aisle is 100 feet.

*Weddings at CCUPC*  
**FLORIST CONTRACT & POLICY AGREEMENT**

*This agreement must be signed by the florist and the bride and returned to the Cranberry Community United Presbyterian Church wedding coordinator wedding coordinator as soon as possible.*

This agreement, once signed by the bride and the florist, will be considered binding for the wedding listed below at the Cranberry Community United Presbyterian Church. A new signature from the florist will be required *only* if/when any changes are made to the CCUPC Policy.

Name of Florist \_\_\_\_\_

Address \_\_\_\_\_

Phone # ( ) \_\_\_\_\_ Fax # ( ) \_\_\_\_\_

Contact Person \_\_\_\_\_

Name of Bride \_\_\_\_\_

Date of Wedding \_\_\_\_\_ Time of Ceremony \_\_\_\_\_

\_\_\_\_\_  
*Signature of Florist*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Bride*

\_\_\_\_\_  
*Date*

Please read the Florist Policy, fill out and return this Contract to:

Cranberry Community United Presbyterian Church  
2662 Rochester Road  
Cranberry Twp, PA 16066  
ATTENTION: WEDDING COORDINATOR

Fax# 724-776-5315

For questions, please call Kim Pugh,  
Wedding Coordinator at 724-776-5310



# Weddings at CCUPC

## Photographer Policy (Couple's Copy)



The Cranberry Community United Presbyterian Church recognizes the value of wedding photographs as a lasting remembrance of this most special occasion, and we will accommodate them to the best of our ability. However, we expect photographers to respect, honor and abide by the rules and regulations which follow.

- ◆ First and foremost the wedding ceremony is a worship service.
- ◆ We recommend that the photographer come to CCUPC and preview the layout of the facility so that he or she is aware of indoor window placement, and preferred outdoor locations. The windows are one of the most beautiful attributes of our building, but at times, the lighting is a photographic challenge. The photographer will need to set up an appointment with the wedding coordinator through the church office if he or she would like a building tour.
- ◆ NO flash attachments may be used in the sanctuary during the ceremony.
- ◆ If the photographer chooses to take photos before the wedding in the sanctuary, please be prepared to work around the musicians who are rehearsing and the soundboard technician who is setting up and testing equipment.
- ◆ All photos must be completed and the sanctuary cleared one half hour before the ceremony is scheduled to begin.
- ◆ The photographer may move around during the procession of the bridesmaids and the bride, and during the recessional; but not during the worship service and vows. The photographer may take photos *without flash or noise* during the ceremony from one stationary place in the sanctuary.
- ◆ If outdoor pictures are requested, please make arrangements with the wedding coordinator so that you do not get locked outside of the church building, as not all doors are open throughout the church building for security reasons.
- ◆ Cameras, materials, and/or any related equipment are not allowed at any time on the front set of pews. The camera equipment that the camera operator does not wish to keep with him/her during the wedding service may be stored on a pew in the back of the Sanctuary. However, Cranberry Community United Presbyterian Church will not be responsible at any time for any misplaced, stolen, lost, or damaged equipment.
- ◆ Cranberry Community United Presbyterian Church requests that photographers dress appropriately and professionally when in the company of guests arriving for the wedding.
- ◆ The pastor reserves the right to interrupt the service if the photographer fails to abide by the above policy items.



# Weddings at CCUPC

## Photographer Policy (Photographer's Copy)



The Cranberry Community United Presbyterian Church recognizes the value of wedding photographs as a lasting remembrance of this most special occasion, and we will accommodate them to the best of our ability. However, we expect photographers to respect, honor and abide by the rules and regulations which follow.

- ◆ First and foremost the wedding ceremony is a worship service.
- ◆ We recommend that the photographer come to CCUPC and preview the layout of the facility so that he or she is aware of indoor window placement, and preferred outdoor locations. The windows are one of the most beautiful attributes of our building, but at times, the lighting is a photographic challenge. The photographer will need to set up an appointment with the wedding coordinator through the church office if he or she would like a building tour.
- ◆ NO flash attachments may be used in the sanctuary during the ceremony.
- ◆ If the photographer chooses to take photos before the wedding in the sanctuary, please be prepared to work around the musicians who are rehearsing and the soundboard technician who is setting up and testing equipment.
- ◆ All photos must be completed and the sanctuary cleared one half hour before the ceremony is scheduled to begin.
- ◆ The photographer may move around during the procession of the bridesmaids and the bride, and during the recessional; but not during the worship service and vows. The photographer may take photos *without flash or noise* during the ceremony from one stationary place in the sanctuary.
- ◆ If outdoor pictures are requested, please make arrangements with the wedding coordinator so that you do not get locked outside of the church building, as not all doors are open throughout the church building for security reasons.
- ◆ Cameras, materials, and/or any related equipment are not allowed at any time on the front set of pews. The camera equipment that the camera operator does not wish to keep with him/her during the wedding service may be stored on a pew in the back of the Sanctuary. However, Cranberry Community United Presbyterian Church will not be responsible at any time for any misplaced, stolen, lost, or damaged equipment.
- ◆ Cranberry Community United Presbyterian Church requests that photographers dress appropriately and professionally when in the company of guests arriving for the wedding.
- ◆ The pastor reserves the right to interrupt the service if the photographer fails to abide by the above policy items.



*Weddings at CCUPC*  
**PHOTOGRAPHER CONTRACT & POLICY AGREEMENT**

*This agreement must be signed by the photographer and the bride and returned to the Cranberry Community United Presbyterian Church wedding coordinator as soon as possible.*

This agreement, once signed by the photographer, will be considered binding for the wedding listed below at the Cranberry Community United Presbyterian Church. A new signature from the photographer will be required *only* if/when any changes are made to the CCUPC Photographer Policy.

Name of Photographer \_\_\_\_\_

Address \_\_\_\_\_

Phone # ( ) \_\_\_\_\_ Fax # ( ) \_\_\_\_\_

Contact Person \_\_\_\_\_

Name of Bride \_\_\_\_\_

Date of Wedding \_\_\_\_\_ Time of Wedding \_\_\_\_\_

\_\_\_\_\_  
*Signature of Photographer*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Bride*

\_\_\_\_\_  
*Date*

Please read the Photographer Policy, fill out and submit this Contract to:

Cranberry Community United Presbyterian Church  
2662 Rochester Road  
Cranberry Twp, PA 16066  
ATTENTION: WEDDING COORDINATOR

Fax# 724-776-5315

For questions, please call Kim Pugh,  
Wedding Coordinator at 724-776-5310



# *Weddings At CCUPC*

## Videographer Policy (Couple's Copy)

The Cranberry Community United Presbyterian Church recognizes the value of a wedding video as a lasting remembrance of this most special occasion, and we will accommodate them to the best of our ability. However, we expect videographers to respect, honor and abide by the rules and regulations which follow.

- ◆ First and foremost the wedding ceremony is a worship service.
- ◆ We recommend that the videographer come to CCUPC and preview the layout of the facility so that he or she is aware of indoor window placement, and preferred outdoor locations. The windows are one of the most beautiful attributes of our building, but at times the lighting can be a challenge. The videographer is free to set up an appointment with the wedding coordinator through the church office to tour the building.
- ◆ All set-up must be done forty-five minutes before the ceremony is scheduled to begin.
- ◆ NO flash attachments may be used in the sanctuary during the ceremony.
- ◆ If the videographer chooses to shoot footage in the sanctuary before the ceremony, please be prepared to work around the musicians who are rehearsing and the soundboard tech who is setting up and testing equipment.
- ◆ If an outdoor video location is requested, please make arrangements with the wedding coordinator so that you do not get locked outside of the church building, as not all doors are open throughout the church building for security reasons.
- ◆ Cameras, materials, and/or any related equipment are not allowed at any time on the front set of pews. Camera equipment that the camera operator does not wish to keep with him/her during the wedding service may be stored on a pew in the back of the sanctuary. However, Cranberry Community United Presbyterian Church will not be responsible at any time for any misplaced, lost, stolen, or damaged equipment.
- ◆ Cranberry Community United Presbyterian Church requests that videographers dress appropriately and professionally when in the company of guests arriving for the wedding.
- ◆ Videotaping is only permitted from a stationary position in the sanctuary.
- ◆ The pastor reserves the right to interrupt the service if the videographer fails to abide by the above policy items.



# Weddings At CCUPC

## Videographer Policy (Videographer's Copy)

The Cranberry Community United Presbyterian Church recognizes the value of a wedding video as a lasting remembrance of this most special occasion, and we will accommodate them to the best of our ability. However, we expect videographers to respect, honor and abide by the rules and regulations which follow.

- ◆ First and foremost the wedding ceremony is a worship service.
- ◆ We recommend that the videographer come to CCUPC and preview the layout of the facility so that he or she is aware of indoor window placement, and preferred outdoor locations. The windows are one of the most beautiful attributes of our building, but at times, the lighting can be a challenge. The videographer is free to set up an appointment with the wedding coordinator through the church office to tour the building.
- ◆ All set-up must be done forty-five minutes before the ceremony is scheduled to begin.
- ◆ NO flash attachments may be used in the sanctuary during the ceremony.
- ◆ If the videographer chooses to shoot footage in the sanctuary before the ceremony, please be prepared to work around the musicians who are rehearsing and the soundboard tech who is setting up and testing equipment.
- ◆ If an outdoor video location is requested, please make arrangements with the wedding coordinator so that you do not get locked outside of the church building, as not all doors are open throughout the church building for security reasons.
- ◆ Cameras, materials, and/or any related equipment are not allowed at any time on the front set of pews. Camera equipment that the camera operator does not wish to keep with him/her during the wedding service may be stored on a pew in the back of the sanctuary. However, Cranberry Community United Presbyterian Church will not be responsible at any time for any misplaced, stolen, lost, or damaged equipment.
- ◆ Cranberry Community United Presbyterian Church requests that videographers dress appropriately and professionally when in the company of guests arriving for the wedding.
- ◆ Videotaping is only permitted from a stationary position in the sanctuary.
- ◆ The pastor reserves the right to interrupt the service if the videographer fails to abide by the above policy items.



*Weddings at CCUPC*  
VIDEOGRAPHER CONTRACT & POLICY AGREEMENT

*This agreement must be signed by the videographer and the bride and returned to the Cranberry Community United Presbyterian Church wedding coordinator as soon as possible.*

This agreement, once signed by the videographer, will be considered binding for the wedding listed below at the Cranberry Community United Presbyterian Church. A new signature from the videographer will be required *only* if/when any changes are made to the CCUPC Videographer Policy.

Name of Videographer \_\_\_\_\_

Address \_\_\_\_\_

Phone # ( ) \_\_\_\_\_ Fax # ( ) \_\_\_\_\_

Contact Person \_\_\_\_\_

Name of Bride \_\_\_\_\_

Date of Wedding \_\_\_\_\_ Time of Wedding \_\_\_\_\_

\_\_\_\_\_  
*Signature of Videographer*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Bride*

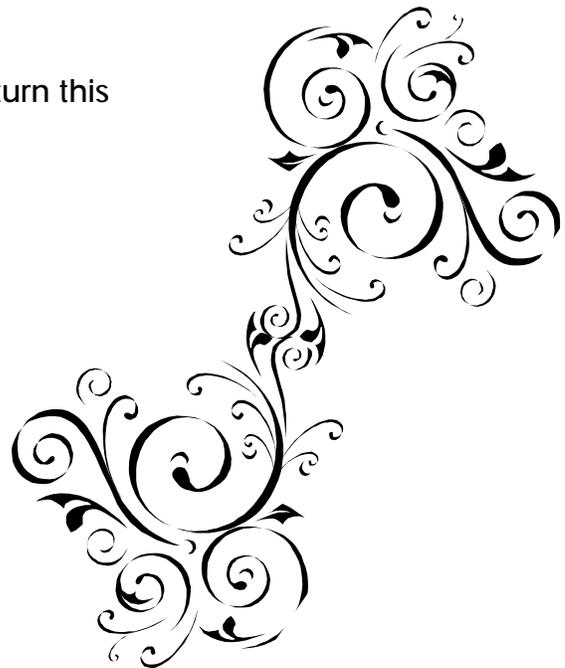
\_\_\_\_\_  
*Date*

Please read the Videographer Policy, fill out and return this Contract to:

Cranberry Community United Presbyterian Church  
2662 Rochester Road  
Cranberry Twp, PA 16066  
ATTENTION: WEDDING COORDINATOR

Fax# 724-776-5315

For questions, please call Kim Pugh,  
Wedding Coordinator at  
724-776-5310



# *Weddings at CCUPC*

## *Contact Information*

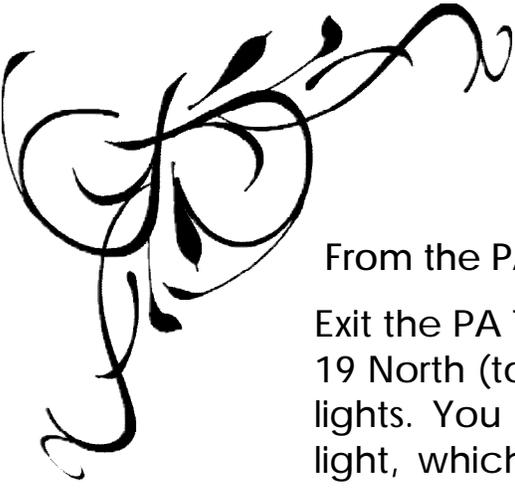
*Cranberry Community United Presbyterian Church  
2662 Rochester Road  
Cranberry Township, PA 16066  
Phone #: 724-776-5310  
Fax #: 724-776-5315*

*Reverend Dr. James M. Moran  
Senior Pastor  
Email Address: [jimmoran@ccupc.org](mailto:jimmoran@ccupc.org)  
Cell Phone #: 724-759-4577*

*Reverend Nadine "Dena" L. Roy  
Associate Pastor  
Email Address: [denaroy@ccupc.org](mailto:denaroy@ccupc.org)  
Cell Phone #: 412-848-0843*

*Kim E. Pugh  
CCUPC Wedding Coordinator  
Email Address: [kimpugh@ccupc.org](mailto:kimpugh@ccupc.org)  
CCUPC Phone #: 724-776-5310*





## *Weddings at CCUPC*

### Directions to Our Church

From the PA Turnpike:

Exit the PA Turnpike using Exit 28 (old exit 3) and follow signs to Rt. 19 North (toward Zelenople). At this point, begin counting traffic lights. You will turn left onto Rochester Road at the 7th traffic light, which is approximately 2 miles North on Rt. 19. Proceed West on Rochester Road approximately 1 mile. CCUPC is located on the right on Rochester Road just past the traffic light at Haine School Road/Hamstead Lane.

From Interstate 79:

From the North (Driving South on I-79)

Exit I-79 using Exit 78 (old exit 25) and turn right which will put you on Rt. 228 West. Proceed just a short distance and turn right onto Rt. 19 North. Proceed North on Rt. 19 approximately 1 1/2 miles and turn left at the 5th traffic light onto Rochester Road. Proceed West on Rochester Road approximately 1 mile. CCUPC is located on the right on Rochester Road just past the traffic light at Haine School Road/Hamstead Lane.

From the South (Driving North on I-79)

Exit I-79 using Exit 78. Turn left onto Rt. 228 West. Turn right at the light which will put you on Rt. 19 North. At this point, begin counting traffic lights. You will turn left onto Rochester Road at the 5th traffic light, which is approximately 1 mile North on Rt. 19. Proceed West on Rochester Road approximately 1 mile. CCUPC is located on the right on Rochester Road just past the traffic light at Haine School Road/Hamstead Lane.

