

## Checklist For After Your Wedding at FUMC–Graham

Bride/Groom \_\_\_\_\_ Date of Wedding \_\_\_\_\_

Here is a checklist for after your wedding. Please check each item to be sure church is in proper order for the next worship service/event/etc.

All wedding and personal items have been removed from:

\_\_\_ Sanctuary \_\_\_ Parlor \_\_\_ Chapel \_\_\_ Narthex

\_\_\_ Choir room \_\_\_ Nursery \_\_\_ Small Kitchen off parlor

\_\_\_ Big Kitchen near Stafford \_\_\_ Stafford Hall

\_\_\_ All candles in Sanctuary & Stafford Hall have been **extinguished**.

**EXCEPTION:** Flowers to be left on the altar for Sunday may be left in the sanctuary. (Please mark N/A if you did not use one of these areas.)

### If reception is held in Stafford Hall:

\_\_\_ NO food/drink is left in either kitchen in coolers, refrigerators, freezers or any other container. All food & drink must be removed.

\_\_\_ Any tables or chairs put out for the reception must be removed and stored in their proper places

\_\_\_ Kitchen(s) are left clean and tidy.

\_\_\_ All trash from the kitchen(s) as well as Stafford Hall should be placed in the dumpsters on Market Street outside Stafford Hall.

\_\_\_ Lights & water in all areas are turned off. \*

\_\_\_ Heat/Air are turned off.\*

\_\_\_ All doors in the church are locked.\*

\*In most cases the wedding coordinator will do these last three items, however, in any instance where the coordinator is unavailable, the coordinator is to contact the Board of Directors who will appoint someone to perform these functions