**Weddings at TVC**

**Prior to Meeting**

* Send “Wedding Info Email”
	+ Include Wedding Expense Planner

**If they want to move forward…**

* Confirm with them that Date they are requesting is available.
* Confirm that they are willing to complete Pre-Marital Counseling
	+ This is their responsibility to set-up & pay for.
* Set up a time to Meet \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Let them know that $135 will be due at time of Reservation
* Confirm Campus \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Date\_\_\_\_\_\_\_\_\_\_ Time\_\_\_\_\_\_\_\_\_\_

**During Meeting**

* Complete the Wedding Expense Planner & Discuss Fees
	+ Confirm date/time availability in Shelby
	+ Officiate: Have one? Or Need one?
* Reserve in Shelby Calendar
	+ Rehearsal (all available rooms)
	+ Wedding (all available rooms)
* Collect $135
	+ Record the payment on bottom of Expense planner
* Explain what the volunteers responsibilities at event
* Answer any questions
* Show them around if at this campus
* Let them know they can email you with any questions & you will work get an officiant for them if needed.
* Let them know you will reach out to them about 1 month prior to event & will schedule all volunteers at that time.

**After Meeting**

* Make a copy of expense sheet & turn it in with any $ to finance.
* Reach out & schedule an officiant if needed, communicate this to couple when completed.
* Set a reminder 1 month prior to event to schedule volunteers
* Set a reminder 1 month out to connect with couple