

Wedding Planning Process

<https://cofchurches.com/weddingportal>

Facility Ministry Lead will receive an inquiry and reserve the space on the campus facilities calendar.

Facility Ministry Lead will then text the wedding date/details to:

- Production ML (Heidi Thursday) to ensure they find someone to cover the sound and media needs
- Cleaning Facilities (Lisa Clark) to schedule someone to clean the facility after the wedding

Facility Ministry Lead will send a confirmation email (see example) to the bride:

- The wedding date, time and facility
- Link for the form to build their wedding details - **bold the due date**
- Link to pay for their wedding

Facility Ministry Lead will connect with the Bride to:

- set a time to meet with bride/groom and Heidi Thurston for a building walk-through
- confirm that they received their confirmation email with important links

During walk-through:

- Tour building and share usage expectations
- Review Facility usage agreement
- Confirm bride filled out wedding planner link (details are for Production)
- Confirm bride was able to pay for their wedding

CONFIRMATION EMAIL (EXAMPLE)

Hello **BRIDE AND GROOM!**

Congratulations on your engagement. We are excited to inform you that the campus has been reserved for your wedding on **DATE** at **TIME**.

I am the facilities lead at Richmond and will be helping you along the way. I will be calling you in the coming days to follow-up and schedule your building walk through. Here is what you can expect moving forward.

1. CLICK HERE to plan your wedding. This needs to be completed by **DATE** - two months before your big day.
2. There are costs involved in the wedding including: facility restoration and production (if you want music and/or microphones). CLICK HERE to make that payment.

We are humbled that you would invite us to help with your special day. We will be praying for you both during this season and over your upcoming marriage.

PULLING DATA FROM THE WEBSITE

The forms will go to the appropriate ppl's emails, you may also find the data in csv form on the website.

- Signing into subplash account
- From the left-side navigation select web >> website>>forms
- Scroll to find the form you desire to pull
 - Wedding Request(campus)
 - Wedding Planner (campus)
- Select Download in the right hand corner
- This will create a CSV version that you can copy and paste the data into excel or googlesheet if you desire

CREATING OR UPDATING YOUR SIGNATURE

- Sign into your outlook account
- Select the gear icon (settings) in the right hand corner
- In the search bar type in signature
- Select email signature

- Select + New Signature or from the drop down, find the signature you wish to update
- Create the new text or update existing
- Select Save
- From a new email screen
- Select Insert
- Signature Dropdown
- Select desire content
 - You may make changes directly to the email as well.