Wedding Planning Process

https://cofchurches.com/weddingportal

Initial Wedding Request
- SYMBIS (Shelly), In Person, Call in, Pastors Convo

Connection Coordinators will receive that inquiry through their emails and seek approval from:
- Pastor
- Facilities (availability)
- Campus Production

If their preferred pastor is unavailable - <u>BUT they are active in that campus</u>, the pastor will go to Keith to find someone to officiate the wedding.
- Pastor will circle back with their Connections Coordinator with who, if not them, will be doing the wedding.

If the couple is not active in the campus, the Connections Coordinator will call and, unfortunately, decline the pastor's availability.

If confirmed, Connections Coordinators will add the bride to the *Wedding Workflow (1)* and include the details of the wedding.

The Connections Coordinator will send a confirmation email (see example) to the bride: *Wedding Workflow (2)*
- Who will be officiating the wedding, date, time and facility
- Link to form to build their wedding details - **bold the due date**
- Link to pay for their wedding - **bold the due date**
  - Pastor
  - Facility

Connections Coordinator will follow up with a confirmation conversation: *Wedding Workflow (3)*
- Confirm they received the email
- Confirm the details
- Confirm what they will need to pay for
- Schedule their meeting with the pastor *Wedding Workflow (4)*
- *Schedule walk through*

Set Two Month Check-In on *Wedding Workflow (6)*
- Prompted a reminder, two months from the date the bride will meet with their pastor

Once the planner is received, the Connections Coordinator will update *Workflow (8)*
- Prompting all those involved that the information is now available.
- Check to ensure payment was also received: *Wedding Workflow (9)*

Set final reminder in Workflow One week before wedding: *Wedding Workflow (10)*
- Becca: Facilities and Finance
- Pastor
- Production

Once the wedding has happened, Connections Coordinator will complete their involvement in the *Wedding WorkFlow (11)* and the Care Crew will be informed of the newlyweds: *Wedding Workflow (12)*

CONFIRMATION EMAIL (EXAMPLE)
Hello **BRIDE AND GROOM**!

Congratulations on your engagement. We are excited to inform you that Pastor **NAME** will be able to officiate your wedding on **DATE** at **TIME** at **LOCATION.**

I am the Connections Coordinators at **CAMPUS** and will be helping you along the way. I will be calling you in the coming days to follow-up and answer any initial questions. 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: the pastor, facility cleaning/restoration and production (if you want music and/or microphones). CLICK HERE to make that payment. This needs to be completed by the time you meet with the pastor.
3. When we talk on the phone we will be scheduling a time for you to meet with the pastor to finalize the plans, about a month before the wedding.

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 date 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.