

# *Immaculate Conception Event Coordinator Agreement Form*

Dear Event Coordinator:

We are happy to welcome you to Immaculate Conception ! Whether you have been assisting couples marrying at our church for many years, or this is your first engagement, please take time to familiarize yourself with our policies.

First and foremost, understand that weddings at Immaculate Conception are religious events. Immaculate Conception is not simply a building or venue rented by the bride and groom for their own personal use. Rather, Immaculate Conception parish community is sharing our worship space with the couple on their special day. Event coordinators and their staff must see to it that reverence and respect are observed in the church at all times.

We ask that you read Immaculate Conception Marriage Guidelines in its entirety to ensure that you understand our policies and are able to assist the bride and groom effectively. Your signature below indicates that you have read our Guidelines and agree to abide by everything outlined in them. Should you have any questions, or should they need more clarification please feel free to reach out to our Parish Wedding Coordinator.

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Name of Bride: \_\_\_\_\_ Name of Groom: \_\_\_\_\_

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

Company Name: \_\_\_\_\_ Day of Coordinator Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I have read and agree to comply with the policies outlined above.

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

PLEASE RETURN THIS FORM TO THE BRIDE OR GROOM LISTED ABOVE

2540 San Diego Avenue ~ San Diego ~ CA 92110-2840 ~ (619) 295-4141