

Wedding Honorariums Policy

This policy will outline the procedures for providing a Wedding Coordinator and a Multimedia/Sound person to the wedding party.

When a wedding is scheduled the Chair of Trustee or designated Trustee will assign a wedding coordinator to the wedding party and notify the Financial Secretary as to which wedding coordinator is working that wedding. If a Multimedia/Sound person is requested by the wedding party, the Chair of Trustee or designated Trustee will assign a Multimedia/Sound person to work the wedding and notify the Financial Secretary as to whom that will be. If there are any changes to the individuals working the wedding the Financial Secretary needs to be notified as soon as possible.

The amount to be paid to the Wedding Coordinator is one hundred dollars (\$100) which is to be paid out of fees collected from the wedding party. The amount to be paid to the Multimedia/Sound person is fifty dollar (\$50) which is to be paid out of the fees collected from the wedding party.

Both the Wedding Coordinator and Multimedia individual must complete a check request in full in order to get paid. The Wedding Coordinator and the Multimedia persons check will be mailed unless otherwise marked on the check request and in that case the Financial Secretary will notify them when their check is ready.

NOTE FOR FINANCIAL SECRETARY/TREASURER: When the final fees are collected from the wedding party, \$100 of it should be put into the Wedding Deposit Fund to pay the Wedding Coordinator after the wedding. The same should be done for the \$50 to be paid to the Multimedia individual, when needed and paid for.