

Wedding Checklist

Initial when completed

	Talk to staff member to see if date is available
	Pencil in on JH Calendar with Executive Director's tentative permission
	Paperwork for the appropriate kind of event printed from website and completed
	Appointment made with Executive Director for review of plans (bride/groom AND another responsible party must be present)
	Payment of appropriate rent and deposits
	Caterer and/or florist meets with Executive Director (this can happen at the same time as the meeting with the bride/groom or it can be a separate meeting)
	Paperwork reviewed by Executive Director and signed
	Date inked in on JH Calendar
	Payment forwarded to City Hall
	Staffperson assigned to event by Executive Director
	Sound technician (if needed) assigned to event by Executive Director
	Staffperson contacts bride/groom or responsible party and makes any necessary arrangements
	Sound technician contacts event organizer and makes any necessary arrangements
	After event is concluded, staffperson and sound technician are paid directly (preferably in cash) by bride/groom/other responsible party and completes wedding staffing record
	Building condition following event is reviewed by Executive Director
	Authorization of any deposit refund due by Executive Director
	Paperwork is permanently filed
	Refund check mailed to designated party by City Hall
	OPTIONAL: Bride/Groom emails photos from event to Executive Director for use on Jones House Community Center website

This form is to be used to guide you through the rental process. Please contact the Office Manager or Executive Director if you have questions.

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