

# Wedding Arrangements

Westminster Presbyterian Church

7001 Trail Lake Drive

Fort Worth, TX 76133

817-292-1155



*This book has been assembled to give you the best, most up-to-date information regarding weddings at Westminster Presbyterian Church.*

*The Worship Team and Session have approved the contents of this booklet. We urge you to read this booklet carefully and thoroughly. When you register, you will be asked to acknowledge that you have read, understand and will abide by the rules and specifications contained in this booklet. Later, when you meet with our wedding coordinator, you will be asked to sign a checklist of items and information that has been explained in this pamphlet.*

## **PLANNING YOUR WEDDING**

This booklet is designed to help couples from the church and community prepare for their wedding

## **THE CHRISTIAN WEDDING**

A Christian wedding is a time of worship and public commitment between a Christian man and woman within the community of faith. It is a solemn reverent occasion that is shared in joy with family and friends as you pledge your love and fidelity before God and each other through your vows.

## **WHO MAY BE MARRIED IN THE CHURCH?**

**The prospective bride or groom must be a communing member of Westminster or an immediate family member of a communing member. Other persons desiring to be united in holy matrimony must have an application approved by the Worship Team and by the Session of Westminster. Together the Minister, Worship Team and Session shall approve all Christian ceremonies. Should you desire a guest minister to assist with or perform any part of the ceremony, approval must be obtained from the church Minister and the Session. Request for a guest Minister must be submitted at the time the date is calendared. You must provide all pertinent information concerning the guest pastor, including the name of the church he/she is serving, title, church address and phone number. It is also imperative that the guest minister contact the minister or WPC as a courtesy to review practices and particular details regarding the marriage ceremony.**

## **THE CHURCH**

The church is happy to make its facilities available to all who desire a wedding service that emphasizes the sacredness of Christian marriage. The staff wants to do everything within their power to make marriage a deeply religious experience. In keeping with its mission, the church does not rent its facilities for weddings of members. There are, however, fees involved in the use of the church facilities, equipment, and personnel. The furnishings and the equipment in the Sanctuary are part of the primary function of worship, and therefore are not to be moved without permission.

**In keeping with the purpose and policy of the church, SMOKING IS NOT PERMITTED in the BUILDING, AND ALCOHOLIC BEVERAGES ARE NOT TO BE BROUGHT, CONSUMED, OR SERVED ANYWHERE ON THE PROPERTY.**

## **SCHEDULING**

The scheduling of weddings will depend upon availability of the church. The dates you have chosen will first be checked against the church's calendar. No ceremonies may begin after 7:00 PM. Couples will be allowed into the building to dress and for photographs at a reasonable period of time determined by the couple and the wedding coordinator. This time frame will not exceed two and one half hours total. For example, if you have a 7:00 PM wedding, you would not have access to the facilities until 4:30 PM or a time agreed upon by both you and the church's wedding coordinator. The timing of weddings scheduled on a day other than Saturday is dependent upon availability of the facilities and personnel. Timing for a reception in the church hall begins as soon as the ceremony is over. From the end of the ceremony, you have two and one half hours to conduct your reception. The taking of photographs is considered a part of the time allowed for your reception.

Rehearsals held on Friday evenings must begin no later than 5:30 PM. If decorating for the service or reception is to be done on Friday, a two-hour frame is allowed. You may choose 10:00AM to noon on Friday or 1:00 PM to 3:00 PM on Friday. Rehearsal dinners held in the Fellowship Hall are limited to two hours with the time beginning immediately following the rehearsal. These time frames are necessary so that our Building and Grounds team may be scheduled accordingly.

## **THE PASTOR**

The pastor of our church reviews all weddings planned at Westminster and is required to do the premarital counseling with any bride and groom for whom he performs the ceremony. The pastor from another church may perform the ceremony providing that the guest minister has contacted the senior pastor at least three months prior to the event to review practices, guidelines, expectations, etc.

## **COUNSELING**

Interviews with the pastor are required at least three months prior to the ceremony. The pastor calendars those meetings, with input from the bride and groom.

A valid marriage license, issued within the state, and acceptable for use in the county, must be presented to the pastor before the marriage services will take place. The license and the marriage certificate are signed by the pastor, just after the service, or at a time designated by the pastor.

## **INVITATIONS**

The name and address of the church is as follows:

Westminster Presbyterian Church

7001 Trail Lake Drive

Fort Worth, Texas 76133

(Two blocks west of Hulen at the corner of Altamesa and Trail Lake)

## **WEDDING COORDINATOR**

After the application for the wedding has been approved, the Wedding Coordinator will call the bride to assist with detailed arrangements for the wedding and reception, if held at the church. The coordinator for your wedding is:

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

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

## **MUSIC**

Music arrangements must be cleared first by the pastor or organist. A prearranged meeting with the organist/pianist or musicians and the wedding coordinator may then take place. The church has an organist/pianist on staff to assist with your music needs. If you have a special friend or family member that you wish to have play at the ceremony, approval must first come from the pastor or organist at the time the music is approved. If you choose to use the church's staff musician, it is your responsibility to contact him/her and the wedding coordinator at least one month prior to the ceremony to schedule a meeting.

## **THE CHOICE OF MUSIC**

Since a wedding is a service of worship, use care in selecting music. The music should be consistent with the religious character of matrimony. It is not to be assumed that just any music may be used. It is appropriate for the congregation to sing. Prerecorded music at the ceremony is permitted only with the approval of the minister and the worship committee. Arrangements may be made for an audio recording of the wedding service in the sanctuary. Tasteful, prerecorded music or other instruments playing is permitted at the reception. A sound room technician will be available to you for the rehearsal ceremony. Fees for this are included in the payments made to Westminster Presbyterian Church.

## **APPROPRIATE MUSIC**

Please understand that we want your wedding ceremony to be a joyous celebration for you and your families. We ask that you also understand that because you have chosen Westminster's sanctuary in which to celebrate, your ceremony is to us, a solemn and religious service. In keeping with that understanding, certain secular music selections may not be appropriate during the ceremony. Although most tunes are fine for instrumental play, there may be some words that cause the music to be inappropriate for singing.

The music used during the actual wedding service must meet the pastor's standard of religious and sacred music. It is best to talk openly to the pastor about your choices, then present them in your meeting with the staff musician and coordinator. If you are uncertain about the selections you wish to use, the meeting with the coordinator and staff musician is the time to explore possible pieces and ask about others that may interest you.

## **FLOWERS AND CANDLES, ETC.**

Arrangements for flowers are the responsibility of the couple. Enclosed is an instruction sheet for your florist. Flowers should be tasteful and not arranged so that they overtake the chancel. A kneeling bench is also available for use. Only silk flower petals may be strewn on the carpet. No silk flowers may be used near lighted candles. The two flower stands on the chancel are available to you. Candelabra containing permanent candles are also available for you to use.

## **PHOTOGRAPHS**

The church is open for taking pictures two and one half hours before the service is scheduled to begin. Details about when and where pictures are to be taken should be discussed in advance with the photographer. An instruction sheet for the photographer is enclosed. **Flash photographs are not permitted during the ceremony by guests or professional photographers.** One still photographer is permitted at the rear of the center aisle provided there is no noise or distraction during the service. One video photographer is permitted in the piano area and must remain stationary. Additional lighting by photographers/video photographers is not permitted.

## **APPLICATION FOR SERVICE**

In order to confirm a wedding date and time, a written and signed application, along with a deposit of \$150, must be submitted to the church office. A completed application and deposit are the only means of securing the date you desire. Your \$150 is refundable up to six weeks prior to the event. Refunds will not be given after the six week mark. Your deposit goes toward total fees.

## **COSTS**

### **Deposit**

If using the church's facilities for your reception or rehearsal dinner, a second \$150 refundable deposit will be due in the office two weeks prior to the wedding. This deposit ensures proper use of the Fellowship hall facilities. More information on this topic is contained in the Decorating the Fellowship Hall section of this booklet.

**Please refer to the Fee Schedule.**

## **PAYMENT**

The balance of all fees must be paid in full two weeks prior to the wedding. Checks should be made payable to Westminster Presbyterian Church.

(Note: Any honorarium you might choose to give the pastor other than the fee listed above should be presented to him or her prior to the service. This is not in any way mandatory. Some families, having known a pastor for many years, or having a friend officiate their ceremony, like to show generosity above and beyond the standard fees.

## **OTHER MATTERS OF IMPORTANCE**

1. For a more relaxed and enjoyable experience, please schedule wedding plans at least six months in advance.
2. The wedding service will not begin until all fees are paid in full.
3. The throwing of rice, confetti, or birdseed, the consumption of alcoholic beverages in any form, and smoking are not permitted in the church building at any time. The throwing of birdseed and blowing of bubbles is allowed outside the building.
4. All scheduled meetings - interviews, rehearsal, and wedding service - must begin on time.
5. No food or beverage may be consumed in the sanctuary or narthex.
6. Any cancellation of wedding plans must be made in writing as soon as possible.
7. For military weddings, crossed swords are not permitted in the building.

## **REHEARSAL**

During the rehearsal, which is overseen by the pastor officiating, details of the wedding are reviewed. The marriage service shall be conducted according to the customs and practices of our church. The rehearsal is to be attended by all members of the wedding party, the ushers, the parents of the bride, and the parents of the groom and any others taking part in the ceremony.

## **DECORATING THE NARTHEX AND SANCTUARY**

No alternation or removals may be made to the pews, railings, walls or fixtures in the sanctuary or narthex. Pictures in the narthex are not to be removed. A library table is available if you choose to use it as a registration table. You may also desire to use an easel on which to display the bridal portrait. Two easels are available to you and are located in the closet closest to the choir rehearsal room in the Narthex.

The placement of flowers and installation or removal of decorations must not interfere with other church functions. Symbols of the Christian faith and seasonal church decorations may not be removed. Banners remain on the walls at all times. No nails, screws, or other hardware may be affixed to any wall, fixture or furniture. Sixteen non-marring pew holder attachments are available should you desire to use them. Candle lighter and snuffers must be used for lighting and extinguishing candles. Votive candles/holders are also available. The church can provide these for you. A small matrimony unity candle holder is available. Only silk flower petals may be strewn on the carpet. The couple or couple's family or wedding party is responsible for removing from the sanctuary any flower arrangements, personal items, cameras, etc., by the time the wedding party leaves the building in order that our janitorial services may proceed. Any flowers left after the ceremony will be distributed the following week to our Meals on Wheels recipients and to shut-ins.

## **DECORATING THE FELLOWSHIP HALL FOR REHEARSAL DINNER OR RECEPTION**

Should you desire to use the hall for your rehearsal dinner or reception, you will be allowed in the building for a two-hour period to decorate. This time frame arrangement should be made directly with the wedding coordinator. A list of rules is available in this packet for you to give to your caterer. You must be familiar with the use and care of the kitchen equipment. Twenty eight-foot tables, eight round tables and 200 chairs are available for your use. If you choose to set them up, you are also responsible for seeing that they are replaced, clean and in the proper spot, following the event. (If doing the set-up yourselves, no one from the staff or the wedding coordinator should be expected to help you set up the tables and chairs.) For an additional fee, you may provide a drawing indicating how you would like the hall arranged and our Building and Grounds team will set up the tables and chairs. A fee is also imposed for break down after the event if our Building and Grounds team does this for you. You will be asked to sign a waiver and leave a \$150 refundable deposit, which is separate from the application deposit. Signing the form indicates you are familiar with use of the equipment, agree to return the kitchen to the condition in which it was found, and that should additional janitorial service be required to pay for such services, your deposit will not be returned. You should assume that normal janitorial services would include:

Sweeping and mopping the tile floors

Wiping counter tops and removing bagged trash from the kitchen and fellowship hall area

Wiping tables and chairs and returning to proper locations

Removing trash from kitchen

**If you are responsible for the cleaning of the Fellowship Hall, you agree to:**

Clean the floors of spills, trash, cake, punch, other debris.

Remove all food, punch, etc., from the refrigerators.

Clean stove tops, counter tops, appliances and leave them as when you arrived.

Make sure all appliances are "OFF."

Make certain all tables are clean of wax, food, drink.

Make certain all chairs are free of food, drink, etc.

Remove all flowers, candles and other decorations.

Remove bagged trash from kitchen area and place in the designated location.

**Members wishing to use Westminster's linens or any other kitchen equipment for their rehearsal dinner or reception in Fellowship Hall should discuss their needs with a member of the kitchen committee who can advise on the availability and care of the equipment.**

**Non-members of the church must provide their own dishes, utensils, linens, etc and may not use those of the church.**

The playing of CDs and other music in the fellowship hall is allowed, as is live music (i.e. Piano or harp, etc.). Dancing is also allowed in the hall.

Alcoholic beverages and smoking are **prohibited**.

Candles may be used on the serving and dining tables as long as they do not burn near silk flowers. It is suggested that only votive candles contained in glass or other votive holders be used. All candles must be placed on a tablecloth or if on a bare tabletop, have some sort of protective pad between the candle and table top. Please extinguish candles and pass the wicks through running water before placing them in trash bins.

Any rental equipment, serving pieces, columns, backdrops, etc., must be removed from the hall the first business day following the wedding. It is your responsibility to make arrangements with the rental company. It is not the job of the church office to make these arrangements.

Again, you have use of the fellowship hall for your reception a total of two and one half hours after the end of the ceremony. If your photographer takes pictures after the ceremony, that time is included in total reception time. Your reception begins when the ceremony ends and is timed accordingly. Please understand that the janitorial service is paid from fees you pay to the church. If you go over the agreed-upon time frame, you will be charged \$80 per hour for janitorial services, over and above those fees already paid to the church.

All clothing, decorations, flowers, and reception items must be removed immediately at the end of the reception. Any items moved in the hall must be replaced as found. The church will not be responsible for personal items or gifts brought to the building, or for items left or lost.

Use of the sanctuary or chapel for your ceremony and/or fellowship hall for your rehearsal or reception does not involve or include access by the Bridal party, or any wedding guest, to the Sunday School classrooms, offices, chapel (if not requested) or any other Westminster property not involved in the Wedding Request agreement. By signing the agreement, you acknowledge that you will incur any expenses deemed appropriate by the session of Westminster Presbyterian Church to repair or replace any items removed or broken from those areas in which access is prohibited.

#### **USE OF BRIDE'S ROOM**

Should the bride and her attendants choose to dress at the church, the Bride's Room is available, and included in the fees. The room provides access directly into the women's restroom and is equipped with a full-length mirror. Clothing and personal items should be removed from this room as soon as the reception ends. One classroom is also available for the groom and his attendants to dress if desired.

**WESTMINSTER PRESBYTERIAN CHURCH  
WEDDING APPLICATION**

**BRIDE'S NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**HOME PHONE** \_\_\_\_\_ **BUSINESS PHONE** \_\_\_\_\_

**CELL PHONE** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

**Copies to:**

**Worship Team** \_\_\_\_\_

**Organist** \_\_\_\_\_

**Session** \_\_\_\_\_

**Wedding consult** \_\_\_\_\_

**Bldg&Grounds** \_\_\_\_\_

**Minister** \_\_\_\_\_

**GROOM'S NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**HOME PHONE** \_\_\_\_\_ **BUSINESS PHONE** \_\_\_\_\_

**CELL PHONE** \_\_\_\_\_ **EMAIL ADDRESS** \_\_\_\_\_

**DATE OF CEREMONY** \_\_\_\_\_ **TIME OF CEREMONY** \_\_\_\_\_

**DATE OF REHEARSAL** \_\_\_\_\_ **TIME OF REHEARSAL** \_\_\_\_\_

**PLEASE CHECK ALL FACILITIES/SERVICES NEEDED**

\_\_\_\_\_ Sanctuary \_\_\_\_\_ Chapel

\_\_\_\_\_ Fellowship Hall for Rehearsal Dinner

Responsible person for set up or take down \_\_\_\_\_

\_\_\_\_\_ Fellowship Hall for Reception

Responsible person for set up or take down \_\_\_\_\_

\_\_\_\_\_ Minister \_\_\_\_\_ Bride's Room \_\_\_\_\_ Organist

\_\_\_\_\_ Sound System/Light System (a fixed fee built into the rental fee)

Name and phone number of another person who may be contacted for information, messages, etc.

(example: mother of the bride or other relative) \_\_\_\_\_

Cell phone: \_\_\_\_\_ email address \_\_\_\_\_

Name of caterer (if using one) \_\_\_\_\_

Phone number \_\_\_\_\_

Name of Rental Company and phone \_\_\_\_\_

Name of florist and phone number \_\_\_\_\_

Name of photographer and phone number \_\_\_\_\_

I have read and understand the Wedding policy of Westminster Presbyterian Church and agree with the requirements.

Name of Bride/Groom/or Responsible party \_\_\_\_\_ Date \_\_\_\_\_

## WEDDING APPLICATION

(Page 2 of 2)

I understand and agree that:

- 1 I am responsible for making the appointments for premarital counseling at least three months before the wedding with the pastor who is conducting the service.
- 2 The deposit to reserve the date is refundable up to six weeks prior to the ceremony.
- 3 I will personally make any changes in date and time of wedding with the pastor conducting the service.
- 4 I have read, understand, and agree to all the policies, rules and suggestions contained in the booklet provided me.
- 5 I agree that an additional \$150 refundable deposit is necessary for use of the Fellowship Hall. I understand that should janitorial services be needed over and above normal, standard services, my deposit will be used to pay for such service and my deposit will not be refunded.
- 6 I agree that if cancellation of wedding plans is necessary, that it must be made in writing and that only fees paid toward the wedding will be refunded. The initial deposit will be refunded only if notification is six weeks or more prior to the service.
- 7 If applicable, I will personally notify the guest pastor to contact the pastor of Westminster Presbyterian Church so that they may review church guidelines and procedures.

**Applicant's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

### CHURCH OFFICE USE ONLY

Date Application Received: \_\_\_\_\_

Date Refundable Deposit Received: \_\_\_\_\_

Amount of Deposit Received: \_\_\_\_\_ Check Number: \_\_\_\_\_ Cash: \_\_\_\_\_

Fellowship Hall Refundable deposit Received by: \_\_\_\_\_

Amount of Receipt: \_\_\_\_\_ Check Number: \_\_\_\_\_ Cash \_\_\_\_\_

Pastor's Approval: \_\_\_\_\_ Session Approval: \_\_\_\_\_ Assigned to: \_\_\_\_\_ (coordinator)

Date assigned: \_\_\_\_\_

Date entered on pastor's and church calendar: \_\_\_\_\_

## PHOTOGRAPHERS INSTRUCTIONS

By signing below, you acknowledge that you have read the guidelines and expectations of Westminster Presbyterian Church's wedding instructions. You agree to abide by the guidelines provided, and to communicate any problems or concerns to the wedding coordinator assigned to this service.

- 1 Arrival time for photographs before a ceremony is limited to two and one half hours. For example, a 7:00 PM wedding would have access to the church at 4:30 PM. No exceptions will be made to this rule. **Please plan your picture schedule accordingly.**
- 2 **Flash photographs are not permitted during the ceremony.** One still photographer is permitted at the rear of the center aisle provided there is no noise or distraction during the service. One video photographer is permitted in the piano area and must remain stationary. Additional lighting by photographer is not permitted.
- 3 Photographs may be taken in sanctuary, bride's room, the groom's room or outside. Pictures may be taken in the chapel or fellowship hall if being used for the ceremony or reception. All other areas of the church are not available for photographs.
- 4 All equipment must be removed from the sanctuary as soon as the ceremony has ended or as soon as photographs have been taken following the ceremony.

### RETURN TO WESTMINSTER PRESBYTERIAN'S OFFICE ADMINISTRATOR:

7001 Trail Lake Dr.

Ft. Worth, Texas 76133

Phone: 817 292-1155

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Signed: \_\_\_\_\_

Photographer's Company: \_\_\_\_\_

Phone numbers to contact: \_\_\_\_\_

Bride's name \_\_\_\_\_ Date of wedding: \_\_\_\_\_

Received in church office by: \_\_\_\_\_

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

## FLORIST INSTRUCTIONS

By signing below, you acknowledge that you have read the guidelines and expectations of Westminster Presbyterian Church's wedding instructions. You agree to abide by the guidelines provided, and to communicate any problems or concerns to the wedding coordinator assigned to this service.

- 1 Delivery of flowers should be determined at a time agreed upon with the WPC wedding coordinator.
- 2 Flowers for the wedding party may be kept in the refrigerators in the fellowship hall.
- 3 Decorating of the sanctuary should be arranged with the coordinator. A limit of two hours is allowed for decoration of the sanctuary and the fellowship hall (one two-hour period.)
- 4 All appliances, holders, vases, trellises, candelabra, etc., must be removed from the sanctuary immediately following the ceremony, or following the taking of pictures in the sanctuary.
- 5 Any equipment left in the sanctuary will be stored and must be picked up by noon on the next business day.
- 6 No live petals may be scattered on the floor or carpet. Only silk petals are allowed on the carpet.
- 7 Plastic sheeting must cover the floor under all candles used on the chancel.

The placement of flowers and installation or removal of decorations must not interfere with other church functions. Any flowers left after the ceremony will be distributed the following week to our Meals on Wheels recipients and to shut-ins.

**Return to Westminster Presbyterian's Office Administrator:  
7001 Trail Lake Dr.  
Ft. Worth, Texas 76133  
Phone: 817 292-1155**

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Phone numbers to contact florist if needed: \_\_\_\_\_

Bride's name: \_\_\_\_\_

Wedding date: \_\_\_\_\_

Received in office by: \_\_\_\_\_ Date: \_\_\_\_\_

## CATERER INSTRUCTIONS

By signing below, you indicate that you are familiar with use of the equipment and agree to return the kitchen to the condition in which it was found.

Should additional janitorial service be required, the deposit will not be returned. You should assume that normal janitorial services would include:

- Sweeping and mopping the tile floors
- Wiping counter tops and removing bagged trash from the kitchen and fellowship hall area
- Wiping tables and chairs and returning to proper locations
- Removing trash from kitchen

**If you are responsible for the cleaning of the Fellowship Hall, you agree to:**

- Clean the floors of spills, trash, cake, punch, other debris.
- Remove all food, punch, etc., from the refrigerators.
- Clean stove tops, counter tops, appliances and leave them as when you arrived.
- Make sure all appliances are "OFF."
- Make certain all tables are clean of wax, food, drink, and are folded and returned to their proper location.
- Make certain all chairs are free of food, drink, etc., and returned to the chair racks in an orderly manner.
- Remove all flowers, candles and other decorations.
- Remove bagged trash from kitchen area and place in the designated location.

**Members wishing to use Westminster's linens or any other kitchen equipment for their rehearsal dinner or reception in Fellowship Hall should discuss their needs with a member of the kitchen committee who can advise on the availability and care of the equipment.**

**Return to Westminster Presbyterian's Office Administrator:  
7001 Trail Lake Dr.  
Ft. Worth, Texas 76133  
Phone: 817 292-1155**

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Phone numbers to contact caterer if needed: \_\_\_\_\_

Bride's name: \_\_\_\_\_ Wedding date: \_\_\_\_\_

Received in office by: \_\_\_\_\_ Date: \_\_\_\_\_

**Non-Member Building Use Fee Schedule**  
Westminster Presbyterian Church

Facility Use Fees

Sanctuary	\$ 800
Chapel	\$ 200
Fellowship Hall Rehearsal	\$ 150
Fellowship Hall Reception	\$ 400

The fees above include Bride and Groom Dressing Rooms.

The following fees apply if WPC Building and Grounds team provides the following services:

Set up / Rehearsal Dinner	\$ 75
Take Down / Rehearsal Dinner	\$ 75
Set up / Reception	\$ 75
Take Down / Reception	\$ 75

Custodial and Other Fees:

Fellowship Hall	\$ 75
Sanctuary	\$ 50
Chapel	\$ 25
Sound Room Technician	\$ 50
Wedding Coordinator	\$ 150

Music

Staff Organist – Rehearsal & Ceremony	\$ 250
Each additional rehearsal with soloist/musicians	\$ 25
Chapel Pianist	\$ 100
Fees paid directly to organist at rehearsal or ceremony, as an independent contractor	

Minister

Pre-marital counseling, rehearsal and ceremony	\$ 350
Fees paid directly to minister at rehearsal or ceremony, as an independent contractor	

Couples Inventory

(license, paperwork, postage)	\$ 35
Paid directly to WPC	

Approved by Session 2017