

All About Your Wedding

(Please return this sheet to the church office
no later than 9 months before your wedding day)

(Please print)

Spouse #1 Full Name _____ Age _____

Spouse #2 Full Name _____ Age _____

Spouse #1 Address _____

Spouse #2 Address _____

Witness for Spouse #1 _____

Witness for Spouse #2 _____

Principle Contact for arrangements _____ Phone _____

Email Address _____

How many attendants will there be? _____ Flower girl? _____ Ring Bearer? _____

Will you and your attendants dress at the church? _____

Photographer's Name _____ Phone _____

Will pictures be taken _____ before and/or _____ after the ceremony?

Florist's Name _____ Phone _____

Will you have flowers on the altar? _____ Will you use church containers or your own
containers? _____ (*Church containers must be picked up a week in advance.*)

Remember to have someone assigned to pin boutonnieres and corsages on relatives.

Will you be leaving the altar flower arrangements for Sunday morning services? _____

If not, who will pick up flowers after the wedding, and take any pew bows or other
decorations you provide? _____

Do you desire a unity candle? _____ (*you must provide*)

Will you have scripture readers? _____

Do you desire Holy Communion be celebrated? _____

How many guests are you expecting? _____ (*The church holds approximately 300*)

The church does not allow the use of aisle runners

(over)

___ Building rental	\$150	
___ Pastor	\$150	This includes a pre-marriage consultation with Pastor & 1 hr. rehearsal.
___ Wedding Coordinator	\$150	This includes 1 hour rehearsal, providing access to church from 12:30 to 3:30 on wedding day, access to Bride room for dressing, receiving florist & photographer. and all duties described on separate sheet.
___ Organist/Pianist	\$150	This includes a consultation with the bride, and performance on wedding day.
___ Community Room	\$ 75	This is a larger room to dress in for larger wedding parties. It is in the adjacent building and requires an assistant to the wedding coordinator (add'l \$75).
___ Second rental room	\$ 75	This room would provide a place of ushers etc. to dress. We have no other place for men to dress on campus. It is in the adjacent building & requires an assistant to the wedding coordinator (add'l \$75)
___ Gym rent for reception	\$100-30	Dependent on number of people. Access to kitchen, limited to 4 hours, non-alcoholic events only. Requires assistant to wedding coordinator (add'l \$75)
___ Additional Organist fee	\$ 25	Rehearsal with soloist
___ St. Lucas Soloist	\$125	Includes 2 songs & rehearsal with organist. You may provide your own soloist.

Should you wish to have a more intimate wedding, the following services are available:

___ Pastor & Sanctuary fee	\$ 75	No rehearsal, no organist
___ Altar flowers rental	\$ 10-75	To include bridal bouquet, groom boutonniere, pew bows. All flowers are silk.

Total Due \$ _____

A deposit of \$100 is required to hold your date at the time you book your wedding. \$50 is refundable if you cancel 60 days prior to your wedding date.

All fees must be paid in full one week before your wedding day.

Don't forget your marriage license. You will need to present it at the rehearsal.

The St. Lucas wedding coordinator will contact you after we receive this sheet back in our office.

Office Use Only	
Time of Wedding: _____	Date of Wedding: _____
Location of Wedding: Main Sanctuary Lower Church (circle one)	
Rehearsal Date: _____	Rehearsal Time: _____
Pre-marriage Counseling App't: _____	Chosen Lessons Chosen to Pastor? _____
Date Deposit rec'd _____ Amt \$ _____	Date Balance rec'd _____ Amt \$ _____
Date Form Returned to office _____	Copy to coordinator _____
Communion Desired? (circle one) Yes or No	Date Altar Guild notified _____
Date Treasurer notified _____	