



# Wedding Information and Contract Form

Bride \_\_\_\_\_  Member Wedding Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Time \_\_\_\_\_ Ch open @ \_\_\_\_\_

Groom \_\_\_\_\_  Member Rehearsal Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Decorate Day/Time \_\_\_\_\_

Address \_\_\_\_\_ Attendance # \_\_\_\_\_

Location of Wedding \_\_\_\_\_

Witnesses \_\_\_\_\_

Notes:

### Rooms Used

- Bride's Room  Groom's Room
- Sanctuary  Gathering Space - Lunch Area

### Equipment

- Guest Book Table  Granite Candelabra  7 Taper Candle Stands  Unity Candle Holder
- Plant Stands  Gift Table

A \$100.00 deposit is due upon receipt of signed contract. All fees are due 30 days prior to the wedding date.  
If the wedding is canceled 30 days prior to wedding date, the deposit will be refunded.

\$ _____	Pastor	\$ 200.00 at church/ \$275.00 offsite, plus mileage if over 15 miles away
\$ _____	Pianist	\$ 150.00 (if coordinated through church)
\$ _____	Soloist	\$ 100.00 (if coordinated through church)
\$ _____	Custodian	\$ 100.00 for ceremony only, \$200 for ceremony and reception
\$ _____	Sound Tech	\$ 100.00 (for first 3 hours/\$25 for each additional hour)
\$ _____	On-Site Reception Fee	\$ 150.00 (for first 2 hours/\$50 for each additional hour)
\$ _____	Use of Kitchen	\$ 100.00 (for caterers and cleanup)

\$ \_\_\_\_\_ Total Amount

\$ \_\_\_\_\_ Deposit Amount Cash or Check # \_\_\_\_\_

\$ \_\_\_\_\_ Total Due Cash or Check # \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Office Use

- Calendar  Deposit  Event List  Copy to Bride/Groom  CERF Form
- Shepherd Staff  Stats-Red Book  Stats-Black Book  Type Marriage License



## Your Wedding at First Lutheran Church

### **Regarding Premarital Counseling:**

- **All couples getting married are required to attend a LifeWorks Pre-marriage Retreat in person.** These retreats are offered at a variety of times and locations throughout the year. Attending this retreat is a valuable investment in your marriage and fulfills the state requirement of the hours of counseling required to get a discount on your marriage license. For information regarding the retreat visit [www.lovecommitsucceed.com](http://www.lovecommitsucceed.com) or email [zacharylee@lovecommitsucceed.com](mailto:zacharylee@lovecommitsucceed.com)
- After attending the retreat, please call the church so you can schedule a time to meet with the pastor performing the ceremony.

### **Regarding Scheduling:**

- Pastors determine which weddings they will officiate based on their schedules. Though you may request a specific pastor, such a request is not guaranteed.
- Guest pastor participation must be discussed with our pastor.
- At the meeting with the pastor you will go over the order of service, select scriptures, vows, music and rehearsal time.
- At the time of rehearsal the pastor and your wedding party will go through the service. Please be prompt.
- A Saturday wedding may be scheduled no later than 3:00 pm.
- The Marriage License must be brought to the church office at least one week prior to the wedding.

### **Regarding the Service and Church Property:**

- No candid photography may be taken during the ceremony.
- Videos may be taken from the sound booth.
- No smoking is allowed on church property.
- No alcohol is allowed in the church or on any part of the church property.
- No church property may be removed from the building grounds.
- No rice or confetti is allowed on the church premises; bird seed or bubbles may be used outdoors only.

### **For Your Information:**

- The Sanctuary seats approximately 380 people.
- The main aisle in the Sanctuary is 52 feet long.
- Altar paraments will remain the color of the church season for the wedding ceremony.
- Decorating needs to be scheduled with the church office; decorating may take place the day of rehearsal but not during the rehearsal time.
- Flowers may be delivered the morning of the wedding; arrangements need to be made with the church office to make sure the church building is open.
- All decorations must be removed immediately following the ceremony.
- You are responsible to return any rental equipment used.

### **Sound/Technology Information:**

- First Lutheran will provide a sound and technology person for your wedding. No substitute sound people are permitted in the sound booth.
- The sound person will be provided at a fee of \$100 minimum for the first three hours (which may include a 1.5 hour rehearsal and a 1.5 hour wedding on different days) and \$25 for each additional hour after that (e.g. time between wedding and program, meal and program, or simply program following wedding.) If a rehearsal is not required, the fee remains as described above.

### **Kitchen Information:**

- If you wish to serve a meal after your wedding here at First Lutheran, we will provide a kitchen supervisor for the cost of \$100 plus the cost of food. This fee includes preparation, service, and cleanup.