



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

The 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.

\$ _____ Deposit \$ 100.00 Date paid: _____

\$ _____ 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

\$ _____ Sound Tech \$ 100.00 (for first 3 hrs./\$25 for each additional hr)

\$ _____ Total Amount

\$ _____ Paid Amount ☐ Cash ☐ 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 or email 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.