

Wedding Schedule and Building Use

Bride _____	Groom _____
Phone _____	Phone _____
Rehearsal Date _____	Rehearsal Time _____
Wedding Date _____	Time _____
Arrival _____	Departure _____

Rooms/equipment to be provided by Luther Memorial Church
 (please circle selections)

Nave	Candelabras
Choir Room	Stand for unity candle
Parlor	Additional flower stand (for memorials)
Library	Table for finger food for wedding party
Other: _____	Candle lighters

Photography/ Videography

Photographers/Videographers may not arrive before the arrival time listed above. Photographs must end at least half an hour before the start of the service.

Photographer arrives _____	Videographer arrives _____
Photos begin _____	Videographer _____
Photos end _____	Phone _____
Photographer _____	
Phone _____	

Deliveries

Deliveries must be made after the arrival time listed on the reverse side.

Item _____	Item _____
Company _____	Company _____
Phone _____	Phone _____
Time _____	Time _____

Additional Clergy/Musicians

Name _____	Name _____
Arrival _____	Arrival _____
 Name _____	 Name _____
Arrival _____	Arrival _____

Family/Friend Assistance

Bridal Assistant _____

Phone _____

Wedding Host/Hostess _____

Phone _____

Personal Clean-up

Flowers/decorations _____

Phone _____

Personal belongings _____

Phone _____

Other _____

Reception (if held at Luther Memorial Church)

Time _____ # Guests _____

Caterer _____

Caterer Phone _____

Set-up time _____

Clean up _____

Baker _____

Baker Phone _____

Set-up time _____

Clean up _____

After the Wedding

Names _____

Address _____

Phone _____

E-mail _____

If members of Luther Memorial Church:

Maintain separate contribution envelope numbers

Combine contributions under envelope number _____

Special needs

