

LMC Wedding Schedule and Building Use

Name (s) _____ Phone _____

Wedding Date _____ Time _____

Arrival _____ Departure _____

Rehearsal Date _____ Rehearsal Time _____

Wedding parties may use the building for up to, but not exceeding, 4 hours on the wedding day. Use begins 2 hours before the scheduled start of the wedding service.

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

Nave	Candelabras
Conference Room (<i>Bride/Bridesmaids</i>)	Stand for unity candle (<i>NOT candle holder</i>)
Fireside Room (<i>Groom/Groomsmen</i>)	Flower Stand
Choir Room	Table for finger food for wedding party
Parlor	Candle lighters
Library	Other: _____

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 _____	Videographer _____
Phone _____	Phone _____
Arrival Time _____	Arrival Time _____

Deliveries

Deliveries must be made after the arrival time listed above.

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 _____

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

Name(s) _____

Address _____

Phone _____

Email _____

If members of Luther Memorial Church:

Maintain separate contribution envelope numbers

Combine contributions under envelope number _____

Special needs/requests
