

WEDDING INFORMATION SHEET

Bethlehem Evangelical Lutheran Church
549 E. Mount Hope Avenue
Lansing, Michigan 48910
(517) 482-3225

Email this form to the Wedding Lead. She will contact you, if there are any questions.

Date of Wedding: _____

Time of Wedding: _____

Bride's Name/Address

Groom's Name/Address

Phone: (Bride) _____

(Groom) _____

Bride's Email: _____

Rehearsal Time/Date: _____

Photographs: Before: After: (Double click to check box)

Photos taken before in sanctuary must be completed forty-five minutes before ceremony begins.

BELC Member Fee - \$250.00

(Covers the cost of use of the building and janitorial services)

Additional costs: Organist fee and Pastor honorarium (pay directly to the Pastor or Organist)

Cloth Aisle Runner: Yes No (\$75.00 usage fee)

Wedding Banner: Yes No

Pew Decorations:

(Church has white bows or family can provide their own)

Unity Candle: Yes No Mothers lighting side tapers: Yes No Other
(Church has glass, silver or gold holder - family supplies all candles)

Pew Candles: Yes No (\$25.00 usage fee) (oil candles provided by church)

Memory Candle(s): Yes No Mothers lighting: Yes No Other

Window Decorations: Yes No

(Church has two types of holders or bride can provide her own candle holders and/or decorations - church will supply candles for candleholders.)

Guest Book: Yes No

Guest Book Attendant: _____

(Bring book to rehearsal. Attendant needs to arrive forty-five minutes before ceremony begins.)

Floral Arrangements: Yes No If yes, how many: _____

Where to use: _____

Name of Florist: _____

Time of Delivery: _____

(No more than three hours prior to wedding time)

Are flowers being left at church? Yes No

If they are being taken to reception, who is taking them: _____

Boutonnieres & Corsages must be labeled (even if generically)

Special Instructions: _____

Arrival time of Bride: _____

Arrival time of Groom: _____

(Bride and groom arrival should be no more than three hours prior to wedding time.)

Note: No bird seed or rice allowed. No live flower petals on aisle runner. Bubbles outside only.

Special Seating needs for sanctuary: _____

How many sets of parents:

Bride: _____

Groom: _____

How many sets grandparents:

Bride: _____

Groom: _____

How will guests be dismissed? _____

Bride and groom dismiss guests or receiving line in narthex. If receiving line, who will be in the line?

We recommend that you have at least 2 ushers to seat the guests and an acolyte.

If you are having a flower girl or ring bearer, we strongly recommend they be age 4 or older.

It is recommended that the bridal party lock valuables in their cars before the ceremony starts.

Wedding Committee fees to be paid at rehearsal or before. Cash or check payable to the Wedding Lead.

If flowers are being left at the church, please contact Kris Burow, Altar Guild Chairperson, at 2bakrisjohn@gmail.com.

For Wedding Committee Use:

Wedding Lead: -----

Wedding committee members: -----
