

IN-TAKE FORM FOR WEDDINGS

at PEACE LUTHERAN CHURCH
(Initial Contact)

| | |
|-----------|--|
| Wedding | Date _____ Sun Mon Tues Wed Thurs Fri Sat |
| | Time _____ |
| Rehearsal | Date _____ Sun Mon Tues Wed Thurs Fri Sat |
| | Time _____ |

Date of initial contact _____ / _____ / 20 _____ w/ _____

Wedding or Renew Vows

Groom's name _____ Home # _____ Cell # _____

Groom's address _____

Bride's name _____ Home # _____ Cell # _____

Bride's address _____

Who is member of Peace Lutheran Church? Groom Bride His Parents Her Parents

Groom's church background or affiliation Lutheran Other _____

Bride's church background or affiliation Lutheran Other _____

Using? PLC Pastor Other _____ Church _____ Phone _____

Music? PLC Organist Other _____ Phone _____ CDs

Why did you choose Peace Lutheran Church for your wedding location?

How many bridesmaids? _____ Groomsmen? _____ Wedding Guests? _____ Reception Guests? _____

Location of Reception? PLC Other _____

| | |
|--|--------------------------|
| <input type="checkbox"/> Sent Wedding Packet | _____ / _____ / 20 _____ |
| <input type="checkbox"/> Deposit Received | _____ / _____ / 20 _____ |
| Amt _____ | Ck# _____ |
| <input type="checkbox"/> Room Reserved | _____ / _____ / 20 _____ |
| <input type="checkbox"/> Confirmation Letter | _____ / _____ / 20 _____ |
| <input type="checkbox"/> Copy WC | _____ / _____ / 20 _____ |
| <input type="checkbox"/> Schedule Pastor | _____ / _____ / 20 _____ |
| Date _____ | Time _____ |
| <input type="checkbox"/> Schedule Organist | _____ / _____ / 20 _____ |
| Date _____ | Time _____ |
| <input type="checkbox"/> Confirm Appts | _____ / _____ / 20 _____ |
| <input type="checkbox"/> Final Copies to WC | _____ / _____ / 20 _____ |

Do not schedule any Saturday weddings after 3:00 pm.
It interferes with the 5:30 pm worship.

WEDDING INFORMATION

Bride _____ **Address** _____

Home Phone _____ **Cell** _____ **Email** _____

Groom _____ **Address** _____

Home Phone _____ **Cell** _____ **Email** _____

Wedding Date & Time _____ **Rehearsal Date & Time** _____

Wedding Coordinator Appointment Date & Time _____

Parents of the Bride _____

Parents of the Groom _____

Maid/Matron of Honor _____

Bridesmaid(s) _____

Best Man _____

Groomsmen _____

Ushers _____

Flower Girl _____ **Age** _____

Ring Bearer _____ **Age** _____

Reader(s) _____

Guest book and gift attendant _____

Who will usher mothers? _____

Who will usher grandparents or other honored guests? _____

Who will give bride away? _____

Who will light candles? _____

Who will release guests after ceremony? _____

Will there be Holy Communion? _____ **Will there be a Unity Candle?** _____

Will there be programs? _____

Will wedding party dress at the church? _____

Organist/Pianist _____ Fee _____

Phone _____ Email _____

Soloist _____ Fee _____

Phone _____ Email _____

Sound Technician _____ Fee _____

Phone _____ Email _____

Custodian _____ Fee _____

Phone _____ Email _____

Florist _____ Phone _____

When will flowers arrive? _____ Will there be pew bows? _____

Will flowers go to reception? _____

Photographer _____ Phone _____

When will photos be taken? _____

Approximate number of guests expected at wedding _____

Reception location _____

Who will be responsible for taking items after ceremony?

(guest book, extra programs, gifts/cards, flowers, unity candle, clothes) _____

Additional notes: _____

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BRING TO REHEARSAL:

- 1) Marriage license
- 2) Fee envelopes. Payments can be in cash or individual checks made out to the appropriate persons.
- 3) Unity candle
- 4) Guest book and pen