

**FIRST LUTHERAN CHURCH
WEDDING PLANNING WORKSHEET**

BRIDE _____ Contact # _____

GROOM _____ Contact # _____

ADDRESS AFTER MARRIAGE _____

FLORIST _____ Delivery time: _____

PHOTOGRAPHER _____ Start time: _____

VIDEOGRAPHER _____

MUSIC **Organist** _____ Phone _____

Soloist _____ Phone _____

Songs _____

(If non-Christian songs are used, please provide copies for pastor well in advance for approval)

Special needs (microphones, boom box, other): _____

Guest Book Table _____ **Gift Table** _____ **Programs** _____

Candelabras _____ **Pew Candles** _____ **Unity Candle** _____

Aisle runner _____ (Required if real rose petals are used. Silk flower petals may be used without a runner.)

ATTENDANTS Best Man _____ Maid of Honor _____

How many other attendants? Men _____ Women _____ Flower Girl _____ Ring Bearer _____ Carrying ring? _____

USHERS How many? _____ Instructions (light candles, aisle runner, etc.): _____

RESERVED SEATS How many pews on each side to reserve? Bride _____ Groom _____

FAMILY List who will be ushered in as part of the processional. The usual order is grandparents of the groom (paternal, then maternal), grandparents of the bride (paternal, then maternal), parents of the groom, mother of the bride.

1. _____ ushered by _____ 4. _____ ushered by _____

2. _____ ushered by _____ 5. _____ ushered by _____

3. _____ ushered by _____ 6. _____ ushered by _____

SEATING ARRANGEMENT - Indicate if any changes to standard arrangement or special "complications" to be worked out.

L – 1st Pew _____
 Mother of the Bride Father of the Bride

R – 1st Pew _____
 Father of the Groom Mother of the Groom

L – 2nd Pew _____
 Paternal Grandparents Maternal Grandparents

R – 2nd Pew _____
 Maternal Grandparents Paternal Grandparents

SPECIAL SEATING/USHERING NOTES:

PROCESSIONAL

- Groom enters at the side with the pastor and waits at the front of the church
- Groom is escorted in by his parents

- Men wait in front while the women walk down the aisle alone
- Couples (including best man & maid of honor) walk in together
- Couples walk in together while the best man and groom wait at the front of the church, maid of honor walks down alone

- Bride escorted by father
- Bride escorted by both parents

CEREMONY ITSELF

- a. Who will give the Bride away? _____
 - b. How do you wish to be addressed? (e.g. James or Jim, Elizabeth or Beth) _____
 - c. Will you kneel for the wedding prayer? _____ Lay on of hands? _____
 - d. Scripture selections: _____
 - e. Scripture readers: _____
 - f. Will there be special vows or traditional? _____
 - g. Will there be communion? _____ With couples alone? _____
 - h. Marriage certificate signed during service? _____ After the service? _____
 - i. After the lighting of the unity candle, will the couple remain at the candle as music is sung or played, or will they return to their former position? _____
 - j. Flowers for parents after lighting unity candle? _____
 - k. Will there be a kiss? _____
 - l. How do you wish to be presented? (e.g. Mr. and Mrs. Jim Johnson) _____
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RECEIVING LINE

- Couple to greet guests as they are dismissed from their seats.
- Receiving line at the church. Location: _____
- Receiving line at the reception.

Who will be in the receiving line and in what order? _____

WHO IS RESPONSIBLE FOR GIFTS _____

- Gifts to be removed after the ceremony starts.
- Gifts to be removed after the ceremony ends.

WHO IS RESPONSIBLE FOR CLEAN-UP _____

(e.g. decorations, unity candle, personal items from dressing room, cameras, jackets, etc.)

TYPICAL ORDER OF SERVICE:

1. Prelude music and seating of guests – guest book closed 5 minutes prior to ceremony start time
2. Lighting of the candles

Ceremony start time

3. Seating of family
4. Groom escorts in his parents (optional)
5. Pastor and Groom enter from the side

Music change for processional

6. Aisle runner is rolled out
7. Wedding party enters, spacing is about 2/3 up the aisle before next person starts
8. The flower girl and ring bearer enter

Music change for wedding march

9. Mother of the Bride stands or Pastor asks congregation to rise
10. Bride and father stop at first pew
11. Call to worship
12. Opening prayer
13. Congregation is seated
14. Giving away of the Bride
15. Scripture readings
16. * Special music - worship song, hymn or solo
17. Charge to the Bride and Groom and pledge - "I Do's"

Bride & Groom face one another

18. Wedding Vows
19. Exchange of Rings
20. * Special music – worship song, hymn or solo
21. Lighting of the unity candle
22. Pronouncement
23. Kiss
24. Closing prayer
25. Presentation of the couple
26. Recessional