

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 at least three weeks before the wedding. She will contact you, if there are any questions.

Date of Wedding: [Click here to enter text.](#)

Time of Wedding: [Click here to enter text.](#)

Bride's Name/Address: [Click here to enter text.](#)

Groom's Name/Address: [Click here to enter text.](#)

Phone: (Bride) [Click here to enter text.](#)
(Groom) [Click here to enter text.](#)

Bride's Email: [Click here to enter text.](#)

Rehearsal Time/Date: [Click here to enter text.](#)

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 Pastor or Organist)

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

Wedding Banner: Yes No

Pew Decorations [Click here to enter text.](#)
(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: [Click here to enter text.](#)

Where to use: [Click here to enter text.](#)

Name of Florist: [Click here to enter text.](#)

Time of Delivery: [Click here to enter text.](#)

(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: [Click here to enter text.](#)

Boutonnieres & Corsages must be labeled (even if generically)

Special Instructions: [Click here to enter text.](#)

Arrival time of Bride: [Click here to enter text.](#) Arrival time of Groom [Click here to enter text.](#)

(Bride and groom arrival should be no more than two 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: [Click here to enter text.](#)

How many sets of parents:

Bride: [Click here to enter text.](#)

Groom: [Click here to enter text.](#)

How many sets grandparents:

Bride: [Click here to enter text.](#)

Groom: [Click here to enter text.](#)

How will guests be dismissed? [Click or tap here to enter text.](#)

Bride and groom dismiss guests or receiving line in narthex. If receiving line, who will be in the line? [Click or tap here to enter text.](#)

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: _____
