

WEDDING CEREMONY PLANNING WORKSHEET

WEDDING OF: _____ & _____

CEREMONY DATE: _____ **CEREMONY TIME:** _____ **# OF GUESTS:** _____

REHEARSAL DATE: _____ **REHEARSAL TIME:** _____

(Please have your wedding party on time for the rehearsal. This will help keep the evening on schedule and will help your rehearsal go more smoothly.)

Invite the minister and his wife to the rehearsal dinner with a written or verbal invitation.

MINISTER PERFORMING THE CEREMONY: _____

WEDDING PARTY:

Maid/Matron of Honor: _____

Best Man: _____

Bridesmaids:

Groomsmen:

_____	&	_____
_____	&	_____
_____	&	_____
_____	&	_____
_____	&	_____
_____	&	_____

Flower Girl: _____ **Miniature Bride:** _____

Ring Bearer: _____ **Miniature Groom:** _____

Personal Attendant: _____

USHERS: _____

Time to start ushering in guests: _____

Type of seating: _____

Separate sides (Bride & Groom) Mixed

Usher from: side aisles center aisles

PARENTS: _____

GRANDPARENTS: _____

Will they need special assistance? _____

PEW DECORATIONS: _____

(Do not use wire or tape to attach to the pews. 3M hooks or tape can be a great option.)

DECORATING & SET UP TIME: _____

KNEELING BENCH: _____

COMMUNION: _____

PHOTOGRAPHER: _____

Time pictures are to begin: _____

FLORIST: _____

Will a white runner be used: _____ Center aisle ONLY: _____

(Removal of wedding decorations and replacement of any items borrowed from the church must be completed by the party concerned immediately following the ceremony. Storage arrangements for the weekend may be made in advance with approval from the facilities team. Third Church does not have refrigeration for flowers available.)

GUEST BOOK TABLE: Lace Table Cloth

Placement: _____

Attendants: _____

Table cloth provided from church

Programs: _____

PLACEMENT OF THE GIFTS:

Location of the table: _____ Church Table Cloths

Gift carriers: _____

NURSERY

Instructions: _____

ROOMS FOR CHANGING CLOTHES:

Bridal Room Luma Loft (Groomsmen)

RECEIVING LINE: _____

WEDDING LICENSE: _____

SPECIAL REMINDERS: _____

STAGE DECORATIONS: _____

STANDING PREFERENCE FOR THE WEDDING PARTY

WEDDING PARTY WILL STAND FORWARD

WEDDING PARTY WILL FACE THE GUESTS

ORANIST: _____

PIANIST: _____

CD MUSIC: Yes (NOTE: copyright information) No

SOLOIST/VOCALISTS: _____

WORSHIP BAND: _____

MUSIC: Titles & placement in the ceremony

CANDLELIGHTERS: _____

When to light candles: _____

Song sung or played during the lighting: _____

Which candles are to be lit? _____

ENTERING OF THE BRIDAL PARTY

- Couples (Bridesmaids and groomsmen walk in together)
- Single (Bridesmaids walk down the aisle alone and the groomsmen enter after the pastor & groom)
- Enter from the side aisle Enter down the center aisle
- Other arrangement:

UNITY CANDLE:

- Where:
- Table:
 - Communion Table Battenberg-lace for Communion Table
 - Other Table

Who will do the candle lighting?

- Mothers
- Parents
- Others

Title of the song when the couple lights the unity candle: _____

(Plastic must be put under the candelabrum on the stage to catch drippings)

TECH NEEDS

MUSICAL INSTRUMENTS

- Keyboard
- Organ
- Baby Grand Piano
- CD Accompaniment
- Other

Microphone Needs

- Pastor (s)
- Bride and Groom
- Additional Person(s) ie. Scripture Reading, Prayer
- Musicians

Spot Lights (for stage accent)

Color: _____

OTHER PROPS & DECORATIONS

Beige Painted Wood Pillars

- 2 - 24 inch tall
- 2 - 32 inch tall
- 2 - 40 inch tall

Plain (unfinished) Wood Pillars

- 2 - 25.5 inch tall
- 2 - 34.5 inch tall
- 2 - 43.5 inch tall

Green Painted Wood Window Panes

- 5 panes
- Top arches

Brass Mirror Windows (5) Sanctuary ONLY!

- 4 outside windows
- 1 center window placed 18 inches higher

RECEPTION: Yes No

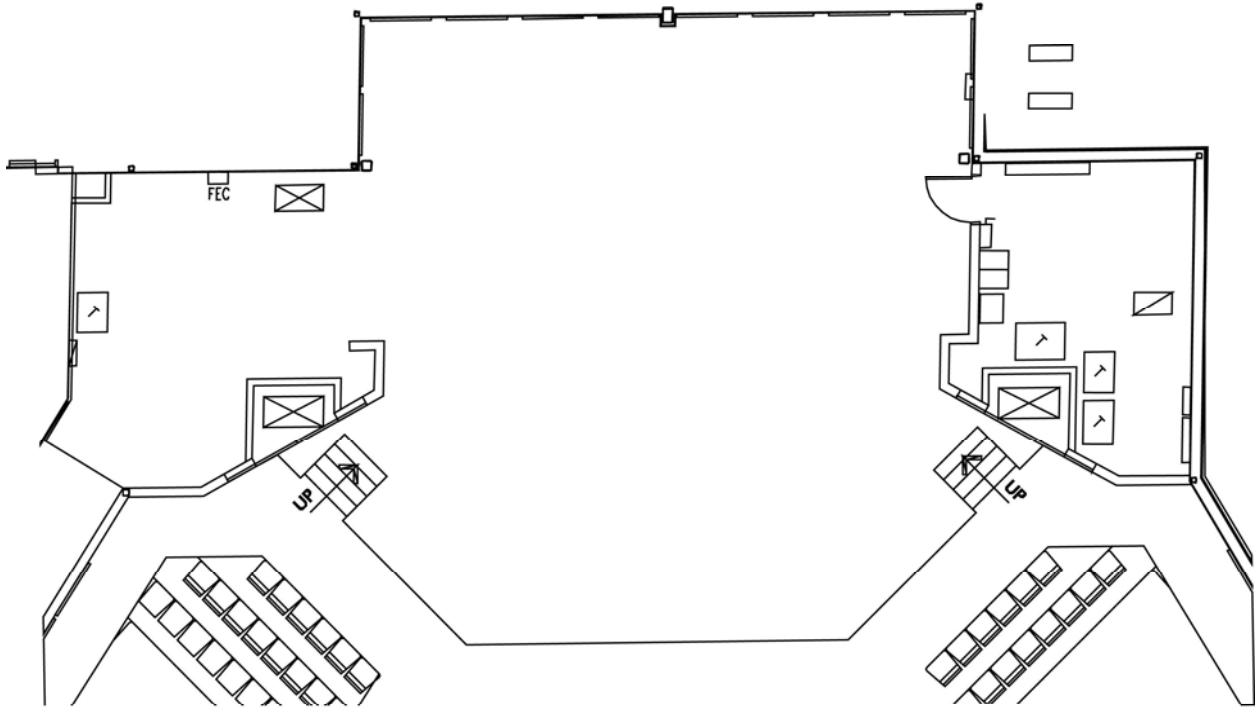
If yes, number of guests: _____

Catering Service: _____

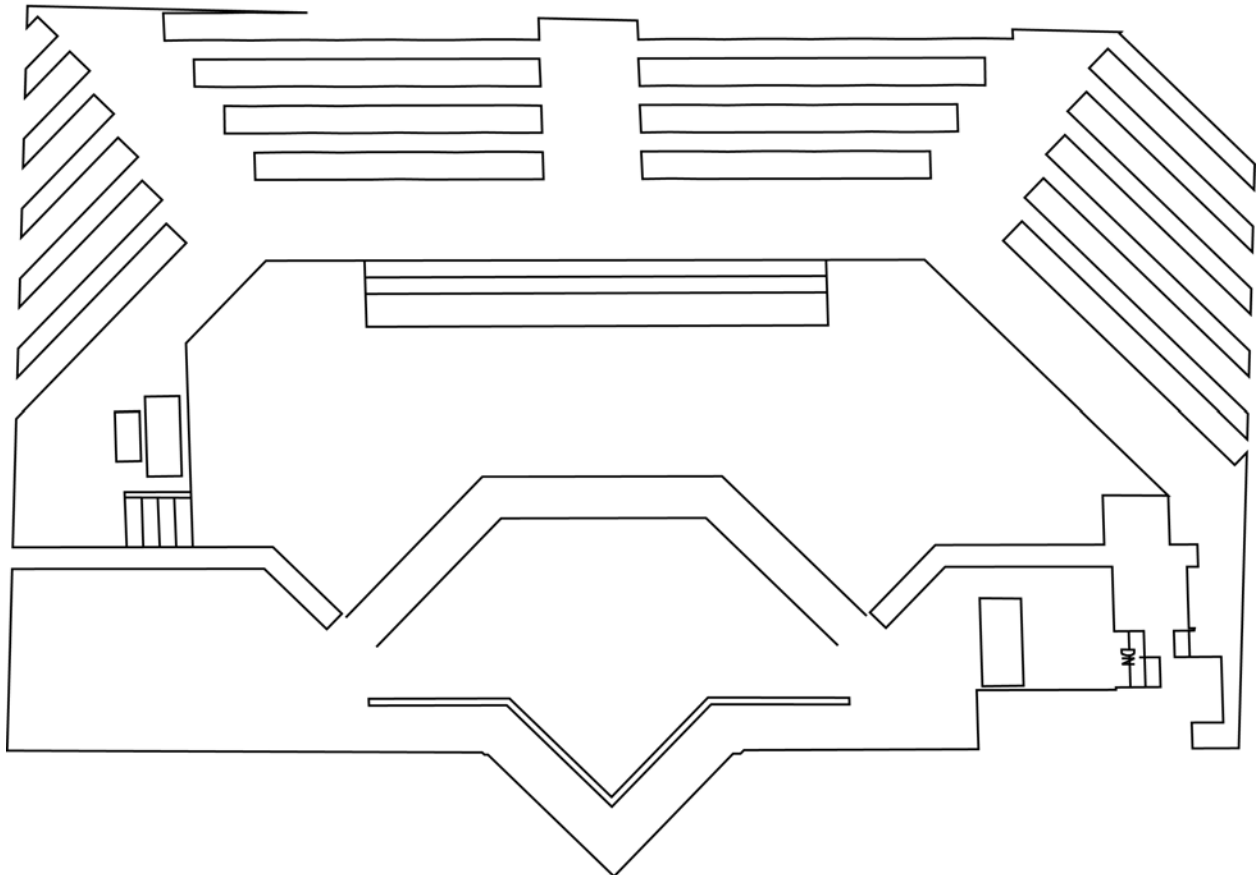
(Caterer must contact Third Church facilities team 48 hours prior to the wedding for set up details.)

If no, location: _____

Auditorium Stage



Sanctuary Stage



Third Church Copyright

Effective July 1, 2007

RE: Wedding/Special Event Video Presentations

It is a violation of copyright law to synchronize audio and video onto one media source for public playback.

Any multimedia presentation made for a wedding or special event (i.e. slide show, video highlighting a ministry or cause) must have the audio and video sources separate. That means the audio must be in the form of a CD, mp3, and the video in computer file form, DVD, etc and played separately. It cannot be combined or it will not be allowed to be played.

Exceptions to this policy would be if one of the following applies:

1. User has secured copyright permission to use a master synchronization and has approval notice in hand.

OR

2. The audio is public domain, royalty free, or performed by someone other than the master recording artist.

For clarification or questions, please contact Marilyn Wichhart (mwichhart@trcpella.com or 628-3250 x413.)