



Wedding Planning Form

This form is designed to help you plan your wedding day at Peace. Please complete as much as possible and bring it with you to the first meeting with Peace's Wedding Coordinator. If you have any questions, contact the church office at 952-955-3434.

Bride's Name: _____ Groom's Name: _____

| Bride's Parents Information | | | |
|---|--------------------------------|----------------------------------|--------------------------------|
| Mom's Name | Attending Wedding? Yes / No | Dad's Name | Attending Wedding? Yes / No |
| Marital Status (circle one) Married to each other / Divorced & Single / Divorced & Remarried | | Other information we should know | |

| Groom's Information | | | |
|---|--------------------------------|----------------------------------|--------------------------------|
| Mom's Name | Attending Wedding? Yes / No | Dad's Name | Attending Wedding? Yes / No |
| Marital Status (circle one) Married to each other / Divorced & Single / Divorced & Remarried | | Other information we should know | |

| Attendant Information | |
|---|----------------------------------|
| Number of Attendants: _____ Walking in as couples Yes / No (bridesmaids only) | |
| Bride's Maids | Groomsman |
| Maid/Matron of Honor / Best Man _____ | _____ |
| First Couple _____ | _____ |
| Second Couple _____ | _____ |
| Third Couple _____ | _____ |
| Fourth Couple _____ | _____ |
| Fifth Couple _____ | _____ |
| Junior Bride's Maid/Groomsman _____ | _____ |
| Flower Girl(s) and Age(s)** | Ring Bearer(s) and Age(s)** |
| Ushers | Candle Lighters |
| Musician(s) | Soloist(s) |
| Reading(s) by | Florist and Phone Number |
| Photographer and Phone Number | Videographer and Phone Number |
| Brides Personal Attendant | Other information we should know |

*If under 5, be prepared for them not to cooperate

| Rehearsal Information | | |
|--|-----------------|---|
| Rehearsal Date | Day of the Week | Time am/pm |
| Rehearsal Dinner Location | | |
| Rehearsal Dinner Tips & FAQs <ul style="list-style-type: none"> • Rehearsal dinners generally start around 6:00 p.m. While the time is flexible, it should start no later than 8:00 p.m. • Plan at least an hour and a half for rehearsal time. • The following people should attend the rehearsal dinner: <ul style="list-style-type: none"> ❖ Full wedding party ❖ Parents ❖ Personal Attendant ❖ Anyone else participating in the wedding ❖ Ushers ❖ Readers ❖ Singer(s) and Musician(s) <p>What to bring:</p> <ul style="list-style-type: none"> ❖ Programs ❖ Guest Book ❖ Anything you can live without should something happen ❖ Do not bring dresses or tuxedos ❖ Candles ❖ Isle Runner | | |

| Wedding Information | | |
|--|--|--|
| Wedding Banner: <input type="checkbox"/> Yes <input type="checkbox"/> No | Isle Runner: <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(wedding party provides, must be pinned down with corsage pins across the front after pictures and before people come in).</small> | Chair Row Decorations <input type="checkbox"/> every other row <input type="checkbox"/> every third row <input type="checkbox"/> each side |
| Unity Candle Holder <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(Candle holder included in rental fee. Wedding party provides candles).</small> | Mothers lighting Unity Candle <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Are you presenting flowers to your parents as part of the ceremony? <input type="checkbox"/> Yes <input type="checkbox"/> No | | If yes, is this a surprise? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| How are parents being brought in? | How is bride being brought in: | Is the flower gift walking in before or after the maid of honor? |
| Where will the groom stand? | Will the best man stand with groom or walk in with the Maid of Honor? | |
| Will you have a guest book? <input type="checkbox"/> Yes <input type="checkbox"/> No | Do you need a gift table? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Reserved seating (first 2 to 4 rows for those helping with wedding and immediate family) <input type="checkbox"/> One Row on Each Side <input type="checkbox"/> Two Rows on Each Side <input type="checkbox"/> Three Rows on Each Side <input type="checkbox"/> Four Rows on Each Side | Receiving Line <input type="checkbox"/> Commons Area (ushers will dismiss rows) <input type="checkbox"/> Outside if Nice (ushers will dismiss rows) <input type="checkbox"/> Couple will Usher Guest Out | |

Other information we should know, including family dynamic/special situations (i.e., wheelchair, etc.):

| |
|---|
| Here are some things to remember & FAQ <ul style="list-style-type: none"> <input type="checkbox"/> The Pastor will work with you on the specific of the ceremony. Come with your list of songs and ideas to the first meeting. <input type="checkbox"/> Make sure to indicate anything special you would like included in the Ceremony Program (i.e. special flowers or candles, etc.) <input type="checkbox"/> Photographer should be done in the sanctuary 25 to 60 minutes before the ceremony starts. Backdrop pictures can be done elsewhere. <input type="checkbox"/> Ushers should be ready to go 45 minutes before the ceremony. <input type="checkbox"/> Candles will be lit ½ hour before the ceremony. <input type="checkbox"/> 10 Minutes before the ceremony, the personal attendant will take the guest book and cards and put them away so that the guest can be seated and the ceremony can start on time. <input type="checkbox"/> All wedding party participants will be seated in reserved seating 5 to 10 minutes before the ceremony starts. <input type="checkbox"/> Candles can be put out when the church is almost empty. Do the Unity candle first so the wax can set. |
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Reception Information

Location

If the reception is being held at Peace

Estimated Reception End Time

am/pm

Here are some things to remember (refer to the Facility Rental Policy for the full list of policies):

- NO ALCOHOL IS ALLOWED ON CHURCH PROPERTY. If you choose to have communion as part of your ceremony, communion wine can be served only during the wedding ceremony.
- NO SMOKING IS ALLOWED ON CHURCH PROPERTY.
- Anything brought in for the wedding or reception (including decorations, gifts, serving dishes, leftover food, clothes, etc.) need to be removed and the facility cleaned immediately following the wedding/reception and ready for Sunday morning worship. Try to have two or more people ready to do this (ushers, personal attendant, etc., NOT the bride and groom).
- No open flames are allowed in the church except for candles. Plastic mats must be placed under all candles.

Additional Notes