



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	

Wedding Information			
Wedding Date	Day of the Week	Time am/pm	Location
Rehearsal Date	Day of the Week	Time am/pm	Location
Reception Location	If at Peace, end time am/pm		If reception is at Peace, take special note of reception information under "Information & FAQ"
Wedding Banner: <input type="checkbox"/> Yes <input type="checkbox"/> No	Aisle 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	
Church Recording Options (please check all that apply): <input type="checkbox"/> Recorded <small>(this option is dependent on videographer availability and has an additional fee)</small> <input type="checkbox"/> Livestreamed on Peace's Facebook account <input type="checkbox"/> Posted to the churches YouTube account			
Would you like a church provided accompanist? <input type="checkbox"/> Yes - \$150.00 <small>(this option is dependent on accompanist availability)</small> <input type="checkbox"/> No - we have an accompanist			

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*

Additional Notes

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

Information and FAQ

Rehearsal Dinner Tips & FAQ:

- 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:
 - ❖ Full wedding party
 - ❖ Ushers
 - ❖ Parents
 - ❖ Readers
 - ❖ Personal Attendant
 - ❖ Singer(s) and Musician(s)
 - ❖ Anyone else participating in the wedding

What to bring:

- ❖ Programs
- ❖ Candles
- ❖ Guest Book
- ❖ Aisle Runner
- ❖ Anything you can live without should something happen
- ❖ Do not bring dresses or tuxedos

Ceremony Information:

- The Pastor will work with you on the specifics of the ceremony. Come with your list of songs and ideas to the first meeting.
- Make sure to indicate anything special you would like included in the Ceremony Program (i.e. special flowers or candles, etc.)
- Photography should be done in the sanctuary 25 to 60 minutes before the ceremony starts. Backdrop pictures can be done elsewhere.
- Ushers should be ready to go 45 minutes before the ceremony.
- Candles will be lit ½ hour before the ceremony.
- 10 Minutes before the ceremony, the personal attendant will take the guest book and cards and put them away so that the guests can be seated and the ceremony can start on time.
- All wedding party participants will be seated in reserved seating 5 to 10 minutes before the ceremony starts.
- Candles can be put out when the church is almost empty. Do the Unity candle first so the wax can set.

Reception Information:

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.