



Diamond Lake Lutheran Church

5760 Portland Ave. S. ♦ Minneapolis, MN 55417-2462 ♦ Office: 612-866-2579 ♦ Fax: 612-395-5373 ♦ www.dlhc.org

Stirred by the Spirit of Christ to learn, follow, and serve.

WEDDING INFORMATION

Wedding Date: _____ Time: _____ Rehearsal Date: _____ Time: _____

Couple's Info

Partner A: _____	Partner B: _____
Phone: _____ (day) _____ (evening) _____ (cell)	Phone: _____ (day) _____ (evening) _____ (cell)
Email: _____	Email: _____
Address: _____ _____	Address: _____ _____
Member? <input type="checkbox"/> YES <input type="checkbox"/> NO, but related to member(s): _____ _____	Member? <input type="checkbox"/> YES <input type="checkbox"/> NO, but related to member(s): _____ _____

Pastor(s)

Diamond Lake Pastor: _____

Guest Pastor: _____ Guest Pastor's Home Church: _____

Guest Pastor Phone and / or email: _____

Wedding Coordinator

Diamond Lake Wedding Coordinator: _____

Facilities

Wedding Location: ☐ Diamond Lake Sanctuary ☐ Elsewhere: _____

Reception Location: ☐ Diamond Lake: Lakeview Room ☐ Diamond Lake: North Room ☐ Both
☐ Elsewhere: _____

Rehearsal Dinner: ☐ Diamond Lake: Lakeview Room ☐ Diamond Lake: North Room ☐ Both

Price Agreement

☐ Member Rate ☐ Non-Member Rate Staff Approval Date: _____

Wedding Coordinator: ☐ Check here when you have submitted a copy of this front page to the Facilities Manager.
☐ Check here when you have submitted a signed Facilities Use Agreement to the Facilities Manager.

Wedding Party

Total Attendants:

Partner A's Person of Honor: _____ Partner B's Person of Honor: _____

Flower Child: _____ (age) _____ Ring Bearer: _____ (age) _____

Jr. Attendant: _____ Jr. Attendant: _____

Reader: _____ Reader: _____

Usher: _____ Usher: _____

Hosts: _____

Guest Book
Attendant: _____ Gift Taker: _____

Personal Attendant /
Contact person: _____

Other: _____

Musicians, Florist, Photographer, Videographer

Organist: _____ Phone: _____

Pianist: _____ Phone: _____

Instrumentalist: _____ Instr: _____ Phone: _____

Instrumentalist: _____ Instr: _____ Phone: _____

Instrumentalist: _____ Instr: _____ Phone: _____

Vocalist: _____ Phone: _____

Florist: _____ Phone: _____ Arrival time: _____

Photographer: _____ Phone: _____ Arrival time: _____

Videographer: _____ Phone: _____ Arrival time: _____

Open church at: _____

Additional Information: _____

Seating Arrangements

Number of Invitations Sent: Confirmed Guests Attending:

Reserved Seats: Partner A: Reserved Seats: Partner B:

Parents Seated Together? Partner A: ☐ YES ☐ NO # Partner B: ☐ YES ☐ NO #

Number of Grandparents: Partner A: # Partner B: #

Wheelchairs or Walkers? ☐ YES ☐ NO _____

Service Information

Candles: ☐ Unity ☐ Altar ☐ Aisle

Who will light candles? _____ When? _____

Partner A escorted by: _____ Partner B escorted by: _____

Pastor asks, "Who gives their love and support to this couple in their married life together?"

☐ All parents respond "We do." ☐ Singular parent responds "I do."

Wedding party entering together from narthex? ☐ YES ☐ NO

Kiss at the end of the service? ☐ YES ☐ NO

Presentation of the couple (announce new name; how formal? Example: Mr. & Mrs. Joe & Elizabeth Smith):

Programs?: ☐ YES ☐ NO Distribution? ☐ One per person ☐ One per family ☐ One per couple

Aisle Cloth? ☐ YES ☐ NO Communion? ☐ YES ☐ NO

Ring Bearer with real rings? ☐ YES ☐ NO

Service photographed? ☐ YES ☐ NO Service video taped? ☐ YES ☐ NO

Exchange of Rings

☐ One Partner Only ☐ Both Partners Who will have the rings? _____

Receiving Line

Location of Receiving Line: ☐ Narthex ☐ Foyer ☐ Reception

Marriage License & Church Fees

- ☐ Marriage License Submitted
(You may purchase your Marriage License up to 6 months in advance at the government center in the county of your residence. Your Marriage License must be submitted to Diamond Lake Church no later than two weeks before the wedding.)
- ☐ All Fees Remitted
(Church fees are due with the license, at least two weeks before the wedding.)

Still More Things to Decide

Special Seating Arrangements (step-parents, children, etc.) _____

Who will be ushering out? (ushers, hosts etc.) _____

☐ Bubbles

Guest Book, Cards & Gifts

Guest Book? ☐ YES ☐ NO

Gift Table or a Card Box? ☐ YES ☐ NO

Flowers

Flowers left for Sunday Services? ☐ YES ☐ NO

Flowers to reception? ☐ YES ☐ NO If Yes, who will take? _____

Special decorations being brought in? ☐ YES ☐ NO If Yes, please describe: _____

☐ Flower Petals?

Personal Belongings

Designate one attendant for Partner A and one for Partner B to remove personal items from each dressing room after wedding.

Partner A's attendant: _____ Partner B's Attendant: _____

Bring to Rehearsal

☐ Candles

☐ Guest Book

☐ Programs

☐ Church Fees (if not already paid)

Notes
