

SERVICE PLANNING SHEET

Please complete this sheet and return it to the church office.

Our address is Immanuel Lutheran Church, 47120 Romeo Plank Road, Macomb, MI 48044.

Name of Bride: _____ Name of Groom: _____

Date of Wedding: _____ Time of Wedding: _____

Location of Wedding: CHAPEL or WORSHIP CENTER or OFF-SITE (Location: _____)

Pastor's Attire: ROBE AND VESTMENTS or SUIT AND TIE

Do you intend to invite the Pastor to the reception? YES or NO
(Please do not feel obligated to do so.)

If so, where is reception to be held? _____
(Please provide name & address of venue.)

If able to, would you like the Pastor to say the prayer at the reception? YES or NO
(Again, please do not feel obligated to do so.)

The Bridal Party

(Please use given names, not nicknames)

Maid or Matron of Honor:
(circle one)

_____ Age: _____

Best Man:

_____ Age: _____

Bridesmaids:

Groomsmen:

Flower Girl(s):

Ring Bearer(s):

Ushers (if different than Groomsmen):

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The Service Details

You will talk through these questions with the Pastor who is officiating your ceremony when you meet with him.

Will you be having a special person/people read scripture? Yes _____ No _____

Scripture Readings: Reading 1: _____ Read by: _____

Reading 2: _____ Read by: _____

Extra Reading(s): _____ Read by: _____

Parental Blessing? Yes _____ No _____

Using Vow #1? _____ or Vow #2? _____

Exchanging Rings: Version #1? _____ or Version #2? _____

Will lighting of the unity candle, sand ceremony, or other specialty element be part of the service? Yes _____ No _____ Explain: _____

Do you want to use our aisle candles? Yes _____ No _____

Are you going to have programs? Yes _____ No _____

If yes, are you creating them, or do you want Immanuel to do them? We Are _____ or Immanuel
(circle one)

If we are to do them, do you want your parents listed as part of the bridal party? Yes _____ No _____

If so, how would you like their names to appear?

Parents of the Bride: _____

Parents of the Groom: _____

Number of guests expected to be in attendance: _____

For the bride...how would you like to sign your name on the marriage license? If changing your last name, you can sign with your new last name, or hyphenate. *(please print below)*

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About the music...are you planning to have:

- Recorded/streamed music
- Live music

If using live music, are you planning to use:

- Organ
- Piano
- Guitar
- Other, Please explain _____

Musician's Name: _____ Have you contacted them? _____

Are you using a soloist? Yes _____ No _____

Soloist's Name: _____ Have you contacted them? _____

Has list of solos and music been submitted? Yes _____ No _____

What selection are you choosing for:

Processional: _____ by: _____

Entrance of the Bride: _____ by: _____

Solo (optional): _____ by: _____

Recessional: _____ by: _____

What color lights would you like on the walls? _____

Are you planning on having any of the following used as part of your service?

*Please note: If any of these items below are selected, they must be submitted to Jordan Beckett (our Media Arts & Technology Director) at least **10 days before your wedding date.***

- Photo slideshow Played when? _____
- Video Played when? _____
- Picture Shown when? _____
- Graphic Shown when? _____
- Other Please specify: _____

***Please contact Brandon Bible regarding the music for your wedding (bbible@immlutheran.org).
Contact Jordan Beckett regarding audio/visual needs for your wedding (jbeckett@immlutheran.org).***

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Vendors

Providing us with the names and phone numbers for the following vendors is helpful to your Wedding Coordinator in case they need to contact them the day of the wedding.

Florist's Name: _____ Phone #: _____

Photographer's Name: _____ Phone #: _____

Videographer's Name: _____ Phone #: _____