



# Diamond Lake Lutheran Church

5760 Portland Ave. S. ♦ Minneapolis, MN 55417-2462 ♦ Office: 612-866-2579 ♦ Fax: 612-395-5373 ♦ [www.dllc.org](http://www.dllc.org)

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

## WEDDING INFORMATION

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_ Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

### ***Bride & Groom***

Bride: _____ Phone: _____ (day) _____ (evening) _____ (cell) eMail: _____ Address: _____ _____ Member? <input type="checkbox"/> YES Member #: _____ <input type="checkbox"/> NO, but related to member(s): _____ _____	Groom: _____ Phone: _____ (day) _____ (evening) _____ (cell) eMail: _____ Address: _____ _____ Member? <input type="checkbox"/> YES Member #: _____ <input type="checkbox"/> NO, but related to member(s): _____ _____
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### ***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:

Woman of Honor: \_\_\_\_\_ Man of Honor: \_\_\_\_\_

Flower Girl: \_\_\_\_\_ (age) \_\_\_\_\_ Ring Bearer: \_\_\_\_\_ (age) \_\_\_\_\_

Jr. Attendant: \_\_\_\_\_ Jr. Attendant: \_\_\_\_\_

Reader: \_\_\_\_\_ Reader: \_\_\_\_\_

Usher: \_\_\_\_\_ Usher: \_\_\_\_\_

Host & Hostess: \_\_\_\_\_

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: \_\_\_\_\_

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**Seating Arrangements**Number of Invitations Sent: Confirmed Guests Attending: Reserved Seats - Bride: Reserved Seats - Groom: Parents Seated Together? Bride:  YES  NO #  Groom:  YES  NO # Number of Grandparents: Bride: #  Groom: # Wheelchairs or Walkers?  YES  NO \_\_\_\_\_**Service Information**Candles:  Unity  Altar  Aisle

Who will light candles? \_\_\_\_\_ When? \_\_\_\_\_

Bride escorted by: \_\_\_\_\_ Groom escorted by: \_\_\_\_\_

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

 All parents respond "We do."  Father and/or Mother respond "I/We do."Bridesmaids & Groomsmen entering together from narthex?  YES  NOKiss at the end of the service?  YES  NOPresentation 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 coupleAisle Cloth?  YES  NO Communion?  YES  NORing Bearer with real rings?  YES  NOService photographed?  YES  NO Service video taped?  YES  NO**Exchange of Rings** Bride only  Bride and Groom Who will have the rings?  Best Man  Groom**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, bride & groom, 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 bridesmaid and one groomsman to remove personal items from each dressing room after wedding.

Bridesmaid: \_\_\_\_\_ Groomsman: \_\_\_\_\_

## Bring to Rehearsal

Candles

Guest Book

Programs

Church Fees (if not already paid)

## Notes

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