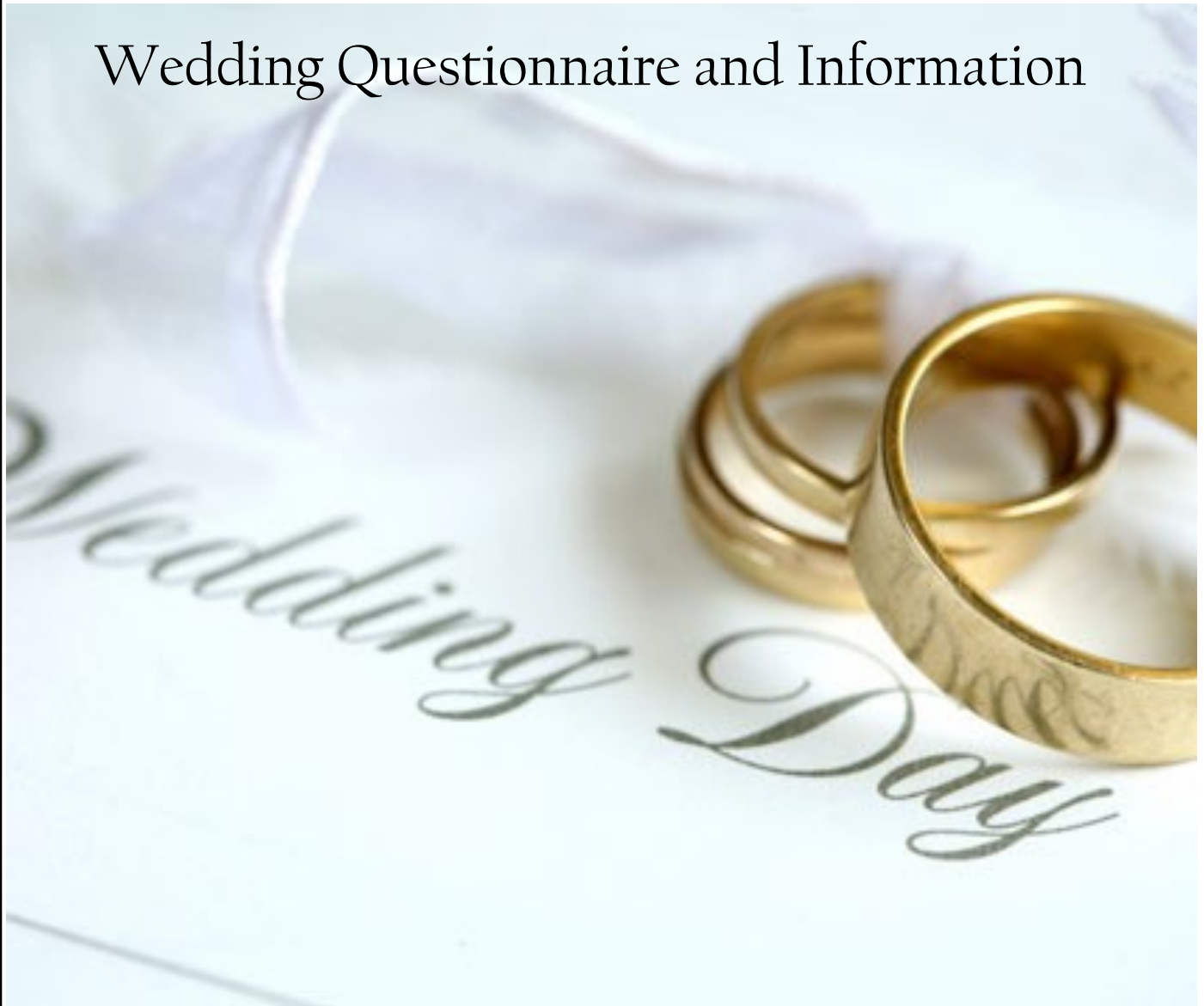




Wedding Questionnaire and Information



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WEDDING QUESTIONNAIRE

We hope these questions will help you in preparing for your wedding at Our Savior's Evangelical Church. As the Wedding Facility Coordinators, these questions will also help us to help you.

Please do not hesitate to contact us with any additional questions you might have in the future. Our contact information is in the back. Please complete this questionnaire in black or blue ink.

The Wedding Party

Who will walk the bride down the aisle?

Have you inquired with the Florist regarding a white runner?

Will the runner be for the entire wedding party or just the bride?

Who will bring the runner down the aisle?

Will you have programs and who will hand them out? (ages 12 & up are recommended for this job)

Will your wedding party come dressed or will they be getting dressed at the church?

The Sanctuary

What would you like on the altar?

Will you have a unity candle and do you want it on the altar or off to the side? (Please make sure that the unity candle and side candles fit the holders that you have prior to bringing it to church on rehearsal night. Colonial base candles work the best in our holders. Thank you)

Will you have side candles for the unity candle and who will light them, will the mothers of the bride and groom? (The altar candles will be lit by us before the service.)

Will the groomsmen walk the attendants down the aisle or will they enter with the Pastor and groom before the ceremony?

When will pictures be taken? Inside? _____ Outside? _____

Please consult with the Church Facility Coordinators regarding the timing of pictures after the ceremony and receiving line needs. The Wedding Facilitator Coordinators will remain on the premises for one hour following the service. Should you need additional time, it can be requested on your facility use form. You will then be responsible to do basic pick up, turn out the lights and lock up when you leave. This option is available only to MEMBERS of Our Savior's.

Tech Needs

Will you need anything special set up, microphones, etc.?

Music stands?

Would you like to have a photo DVD playing on the TV/Computer in the Narthex/gathering area as people are waiting for the service to begin? (DVD or flash drives used on the screens need to be completed and given to our Tech person 48 hours prior to your wedding service)

Who will be doing your music?

Special Tech needs:

The Seating

Will there be ushers to seat your guests?

(Please review the Usher Responsibility section with your selected ushers. This is a very important job and they will need to be clear on their role in the ceremony.)

Will the grandparents be walked down and seated with the families before the mothers or just as guests?

How many rows in the front of the church will need to be reserved for the families?

We will usually leave the front row on each side open in case they are needed by the wedding party to sit, would you like us to do that?

How many guests will there be at the ceremony?

The Flowers

What florist will be delivering your flowers and what time will they arrive at church?

Will the florist stay and pin on the groomsmen's flower or will you assign that to someone else? Who?

Where do you want your flowers to be placed?

Will all the flowers be removed after the ceremony or will some be left in the church for the Sunday service?

Will flower petals be dropped during the walk into the Sanctuary? (If so they must be silk flowers so they do not stain)

Will any flowers be placed outside the Sanctuary? Narthex area/foyer? Will you be decorating the pews and who will do it and when?

The Rehearsal

During this time we will run through the wedding ceremony a couple of times so everyone knows where they are supposed to be on the wedding day and all questions are answered. Once everyone has a better understanding of how everything will flow, it will make it a less stressful day.

Our Savior's Wedding Facility Coordinators will be present at the rehearsal as well as the wedding day to facilitate the wedding service.

Please make sure you have read through and made decisions on all of the above questions and let us know about these decisions before the rehearsal so we can all be ready at the rehearsal. Contact us if you have other questions on anything that may not be on this guideline.

The rehearsal is the time to run through everything so we can tweak any areas that are necessary. It is also the time to make sure everyone has an understanding on their roles and how the ceremony will proceed. This is not the time, however, for any MAJOR decision changes. Please review this worksheet and call us with any questions. We hope the rehearsal evening will ease any tensions and make everyone feel more comfortable about their roles in the Wedding ceremony.

After the rehearsal is done, the wedding party and their families can relax and enjoy their rehearsal dinner together before the big day.

IMPORTANT: Please be sure the Pastor has your wedding license by the time of the rehearsal. Pastor will have you sign this at the rehearsal. You may also bring your unity candle, holder and side candles at this time.

On your Wedding Day

When will you arrive at church?

Bridesmaids will be located on the east side of the building and Groomsmen on the west side in the Fellowship Hall.

We will have water, fruit juice, and snack bars provided for the wedding party. If you would like to bring in some other light snack or beverage, you may. Absolutely no alcohol is permitted.

We hope this helps with some of your concerns. We are looking forward to helping you and your family on your wedding day.

Our Savior's Wedding Facilitator Coordinators,

Lonna Mars
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Email: MarsL@aol.com

Nancy Schwartz
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schwartz4home@wi.rr.com

USHER'S DUTIES AT THE WEDDING

1. Greet the guests.
2. Hand out programs to the guests and seat them. (Be sure to be aware if there are any special seating arrangements made by the Bride and Groom. This usually involves special family members, Mother of the Groom, Grandparents, etc.)
 - a) The Brides side for seating is on the left side of the Sanctuary.
 - b) The Groom's side for seating is on the right side of the Sanctuary.
 - c) The first rows on both sides are usually left empty if needed for the wedding party.
 - d) A certain number of rows are reserved on both sides for the families of the Bride and the Groom, the number is determined by them and will be marked. All other guests should be seated in the other rows behind them. Ask the guests if they are a relative and or friend of the Bride or Groom so you know the proper place to seat them
 - e) Additional seating notes you may need can be written below here.
3. Make sure all guests are in the Sanctuary and seated before the start time of the ceremony.
4. Open and close doors to the Sanctuary at proper times in the ceremony.
 - a) Doors should be closed after all guests and parents are seated.
*NOTE: Timings of the doors and the runner below may be altered depending on the wishes of the Bride and the use of a runner. These will be determined for you at the rehearsal so you will know the timing of each.
 - b) Doors should be re opened for the wedding attendants to go down the aisle.
Doors then should be closed again.
 - c) Doors should be opened again for the grand entrance of the Bride and remain open.
5. Bring down runner, if used at proper time. (Timing will be determined by the Bride. In some weddings the runner is only used by the Bride. In others, the Bride and attendants use the runner.)
6. After the Bride and Groom and their attendants have left the Sanctuary begin instructing the guests to exit, starting with the front rows and working to the back. This process may be delayed if there is a receiving line in the Narthex backing up the exits.

PLEASE BE SURE TO ASK ANY QUESTIONS YOU MIGHT HAVE FOR YOUR DUTIES AT THE REHEARSAL. WE LOOK FORWARD TO WORKING WITH YOU.