

ST. JOHN'S EVANGELICAL LUTHERAN CHURCH

920 Perry Highway, Pittsburgh PA 15229

412-364-6626

Wedding Information Sheet

Wedding of _____ and _____

Bride Phone: Home _____ Work _____

Cell _____ Email _____

Groom Phone: Home _____ Work _____

Cell _____ Email _____

Rehearsal Date and Time : _____ (1 hour)

Wedding Date and Time: _____

Meeting with Wedding Coordinator date/time _____

Pastor: _____ Other Clergy _____

Are you members? Yes or No

No. of Guests at Church _____ No. Reception _____

New Address after Wedding _____

New phone# _____ New email _____

Bride's parents: _____ Phone: _____

Groom's Parents: _____ Phone: _____

Bulletins provided by: _____ Date: _____

Photographer: _____ Phone: _____

Videographer: _____ Phone: _____

Florist: _____ Phone: _____

Unity Candles provided by: _____

Comments:

FLOWERS

Time of Delivery: _____ Taken to reception by: _____
Pew Bows: _____ Pew Candles: _____

Corsages: Mother: _____ Pin On: _____ Wrist: _____
Grandmother 1: _____ Pin On: _____ Wrist: _____
Grandmother 2: _____ Pin On: _____ Wrist: _____
Other: _____ Pin On: _____ Wrist: _____

Boutonnieres: Bride Father: _____ Groom Father: _____ Grandfather1: _____
Grandfather 2: _____ Other: _____
Special Flowers: _____

ORDER OF PROCESSIONAL

WOMEN	MEN
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____
6. _____	6. _____

Flower Girl/Age: _____ Ring Bearer/Age: _____
Escorting Bride Down Aisle: _____

USHERING

Usher to seat Mother of Bride: _____
Usher to seat Groom's Parents: _____
Usher to give out bulletin: _____
Do you have anyone in a walker or wheelchair to be seated? _____

Number of Rings: Single Double

Wedding to take place: Sanctuary Chapel Other: _____

Wedding to take place: with communion without communion

Pastor to come to: Rehearsal Dinner Wedding Reception

FEES

Fees payable to St. John's Evangelical Lutheran Church two weeks prior to wedding

<u>Fee Type:</u>	<u>Fees:</u>	<u>Amount:</u>
Pastor	\$150 Non Members	
Organist	\$200 with no soloist or \$250 with soloist/ensemble	
Custodian	\$100	
Aisle Candles/ Holders	\$20	
Bulletins	\$.50 / bulletin, St. John's prints	
Reception in the Church Undercroft (Members only)	\$250	
Building Expenses	\$100 Members or \$400 Non Members*	
	Total	

**Building expense for non-members is non-refundable and is due at time of reservation.*

Fees payable to individuals two weeks prior to wedding

<u>Fee Type:</u>	<u>Fees:</u>	<u>Amount:</u>
Wedding Coordinator	\$125	
Soloist (provided by church)	\$100 - \$200	
	Total	

MUSIC

Met with organist date/time: _____

Organist: _____ Ensemble: _____ Soloist: _____

Instruments: (Please list) _____

READERS

Name: _____ Name: _____

Scripture Readings: Please list

- 1)
- 2)

UNITY CANDLES

Yes or No Tapers to be lit by parents or custodian.

***Please return all pages of this form to St. John's as soon as possible. For non-members, please include the non-refundable building expense fee of \$400. All other fees are payable two weeks prior to the wedding date.*