

Today's Date _____

~ WEDDING REQUEST and INFORMATION Form~

St. Timothy's Lutheran Church, 825 51st Avenue NE, Columbia Heights, 55421

GROOM:

BRIDE:

Full Name _____

Full Name _____

Address _____

Address _____

Member of St. Tim's? _____

Member of St. Tim's? _____

If not, member of what church: _____

If not, member of what church: _____

Phone (home) _____

Phone (home) _____

(cell) _____

(cell) _____

Email _____

Email _____

Birthdate _____

Birthdate _____

Birth Place _____

Birth Place _____

Approximate number of wedding guests (sanctuary holds 200 comfortably) _____

Approximate number of people in wedding party: Groom's side _____ Bride's side _____

Best Man _____ Maid/Matron of Honor _____

REHEARSAL Date _____ Time _____

WEDDING Date _____ Time _____ Pictures: before/after

Reception Place _____

Other Information or Requests: _____

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Wedding Booklet read and agreed to:

Arrangements approved by:

Bride and Groom Signatures

Pastor

Date non-refundable deposit* received _____

Check # _____ \$ _____

**deposit to reserve & hold wedding date at the church*

St. Timothy's Lutheran Church of Columbia Heights

Wedding Information

To Do:

3 Months before your wedding date: _____

- Make an appointment with the pastor for your first appointment for pre-marriage counseling. Call church office (763-571-9721).
- Make an appointment with the Director of Music, at church office to discuss music needs and arrangements. (763-571-9721 ext. 305)
- Make an appointment with assigned Wedding Coordinator, to go over wedding detail information (phone number will be provided to you).

2 Months before your wedding date: _____

- Contact Director of Music if you wish to use another musician(s) and/or vocal soloist(s), to get approval and instruction for those person(s).
- Contact St. Tim's Pastor if you wish to use an outside officiant, to get proper instruction for your officiant. Note: St. Tim's Pastor MUST be part of every service that happens in our sanctuary. You may have your pastor co-officiate alongside our pastor.

3 weeks before wedding:

- Make any required payments to church office or admin including cost of wedding bulletins, if church prints them. (Most wedding fees are collected at the rehearsal and may include: pastor, director of music, vocal soloist, instrumental soloist, wedding coordinator, custodian, etc.)
- Make appointment with Wedding Coordinator for finalizing wedding details.

2 weeks before wedding:

- Marriage License to Pastor or church office/secretary for final paperwork to be completed by church office (with address of residence after marriage).

1 day before:

- Be to church for rehearsal at scheduled time.

Day of Wedding:

- RELAX AND ENJOY YOUR BEAUTIFUL DAY! MAKE IT YOUR DAY.***

NOTES: