



Wedding Guidelines and Reservation Form

St. John's Lutheran Church, 1253 Co. Rd. J, Little Suamico, WI 54141
 Phone: (920) 826-7785 Office email: stjohsls@stjohnlittlesuamico.org

Date of Wedding:		Time:	
Place of Wedding:			
Bride's Name: _____ Phone: _____			
Address: _____			
City, State, Zip _____			
Email Address: _____			
Groom's Name: _____		Phone: _____	
Address: _____			
City, State, Zip _____			
Email Address: _____			
Date of Rehearsal:		Time:	
Place of Rehearsal:			
Place of Reception:		Time:	
Name of Photographer &/or Videographer			
Attendants' Names (bridesmaids, groomsmen, ushers, ring bearer, flower girl, etc.)			
Name	Title	Name	Title
Scripture Selections:			
Music Selections:			
Other details we should know:			

Fee Schedule	Fee	Date Paid	Notes:
Pastor	\$200*		*Offsite, \$300 plus mileage
Scheduling Fee (nonrefundable)	\$100		⁽¹⁾ Also, please fill out the Building Use Form
Custodial Services	\$50		
Wedding Advisor	\$100		Required
Pianist	\$150		⁽²⁾ Other musicians, see note below
Pre-marriage Assessment	\$45		This is online; payable online

(1) The Scheduling Fee is paid at the time of Scheduling. **Bring all other fees and wedding license to the rehearsal.** Separate checks or cash are needed for each person being paid.

(2) Other Musicians

It is YOUR RESPONSIBILITY to contact and hire a musician. Your Wedding Advisor may provide referrals. Musician’s fees are to be arranged with and paid directly to the musician. The fees may include planning and rehearsal time required. Pre-recorded music is not allowed.

The Bride, Groom and Witnesses must be available immediately after the service to sign the Marriage License, or after receiving line prior to pictures.

The Fellowship Area may be reserved, on a first come basis, for rehearsal dinner or a reception. **An additional custodial fee of \$50 is required.** A dance and/or band will not be allowed in the hall.

Alcohol is not permitted on church property, including the parking lot. Smoking is not allowed in the building.

Photography and Videography are only allowed during the service if they are out of sight and unobtrusive to the ceremony, unless approved otherwise.

Sanctuary Decorations:

Must be pre-approved by the Wedding Advisor

Fasteners of any kind are prohibited on the pews.

Aisle runners are prohibited due to safety concerns.

Throwing rice, birdseed or flower petals is prohibited.

Office Use:

Bldg Usage Form Completed

Copy of form given to B&G

Entered on Church Calendar