

# Marriage Registration Form

COUPLE: \_\_\_\_\_



Grace Lutheran Ministries  
W196 N9525 Cross View Way  
Menomonee Falls, WI 53051  
(262) 251-0670

**WEDDING INFORMATION FOR GRACE LUTHERAN MINISTRIES**

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

**Premarital Class**

**BRIDE:** \_\_\_\_\_

**GROOM:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**BIRTH DATE:** \_\_\_\_\_

**BIRTH DATE:** \_\_\_\_\_

**Previous Marriages?** \_\_\_\_\_

**Previous Marriages?** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Are either of you a member of Grace Lutheran?** \_\_\_\_\_

**If not, current affiliation:** \_\_\_\_\_

**Pastor Performing Ceremony:** \_\_\_\_\_

**Number of Expected Guests:** \_\_\_\_\_

**Bridal Party**

**Best Man:** \_\_\_\_\_

**Maid of Honor:** \_\_\_\_\_

**Groomsmen (in order of down the aisle)**

**Bridesmaids (in order of down the aisle)**

1) \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

4) \_\_\_\_\_

5) \_\_\_\_\_

5) \_\_\_\_\_

**Jr. Groomsman:** \_\_\_\_\_

**Jr. Bridesmaid:** \_\_\_\_\_

**Ring bearer:** \_\_\_\_\_ **Age:** \_\_\_\_\_

**Flower Girl:** \_\_\_\_\_ **Age:** \_\_\_\_\_

**Will the ring bearer and flower girl walk together or separately?** \_\_\_\_\_

**Who will be responsible for ring bearer and flower girl?** \_\_\_\_\_

**Ushers:** \_\_\_\_\_

\_\_\_\_\_

(One usher for every 75 guests is recommended)

## Wedding Participants

**Readers:** 1) \_\_\_\_\_ 2) \_\_\_\_\_

**Candlelighter:** \_\_\_\_\_ **Age (if child):** \_\_\_\_\_

**Organist:** \_\_\_\_\_ **Soloist:** \_\_\_\_\_

**Other Music Accompanists:** \_\_\_\_\_  
(Person/Instruments/Tape)

*Please make an appointment with Director of Worship Ministry Bill Cahill to have your music approved or to make suggestions on the proper music for your wedding. Instrumental and vocal secular music will not be accepted or approved. Bill can be reached through the church office at (262) 251-0670 or [bcahill@grace-connect.org](mailto:bcahill@grace-connect.org)*

**Are there going to be bulletins?**      \_\_\_\_\_ Yes      \_\_\_\_\_ No

**Would you like the church office to print the bulletins? (Cost \$25)**      \_\_\_\_\_ Yes      \_\_\_\_\_ No

**Number of Bulletins:** \_\_\_\_\_

Contact church office to get the template of the wedding service bulletin. Email a copy of your service outline to the pastor performing your ceremony and your lead wedding coordinator before printing and at least four weeks before your wedding for final approval. You will need to order and bring in bulletin covers to the church office. Email [info@grace-connect.org](mailto:info@grace-connect.org) for the church office.

**Photographer:** \_\_\_\_\_ **Time Photos Begin:** \_\_\_\_\_

**Photographer phone number:** \_\_\_\_\_

**Videographer:** \_\_\_\_\_

## Flowers

**Florist:** \_\_\_\_\_

**Florist phone number:** \_\_\_\_\_

**Will altar flowers be left for Sunday worship? (Y / N)**

**Is there going to be an aisle runner? (Y / N)**

**Will there be pew decorations? (Y / N)**

## Seating of the Family

**Groom's Parents (names):** \_\_\_\_\_

**Ushered in by:** \_\_\_\_\_

**Bride's Mother (name):** \_\_\_\_\_

**Ushered in by:** \_\_\_\_\_

**Bride's Father (name):** \_\_\_\_\_

**Are there Divorced Parents? (Y / N)**

**Name(s):** \_\_\_\_\_

**Seating:** \_\_\_\_\_

**Name(s):** \_\_\_\_\_

**Seating:** \_\_\_\_\_

**Who is to usher them?** \_\_\_\_\_

**How many Grandparents do you expect to attend?**

**Bride's Grandparents:**

**Name(s):** \_\_\_\_\_

**Name(s):** \_\_\_\_\_

**Who is to usher them?** \_\_\_\_\_

**Groom's Grandparents:**

**Name(s):** \_\_\_\_\_

**Name(s):** \_\_\_\_\_

**Who is to usher them?** \_\_\_\_\_

**Other Special Seating:** \_\_\_\_\_

**When will the candles be lighted?**

- Before service begins
- Right before mothers are seated
- Right after mothers are seated
- Other

**How do you want your Bridesmaids to Walk In?**

- Alone
- Meet Groomsmen half way in aisle
- Escorted in by Groomsmen
- Other:

**Who will usher the Guests Out?** \_\_\_\_\_

**Will there be a Receiving Line?** \_\_\_\_\_

**If yes, what kind?** \_\_\_\_\_

Who is responsible for Flowers, Gifts, and Personal Belongings at End of Service? \_\_\_\_\_

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**Other Important Items**

(Filled out by Church)

**WEDDING COORDINATOR:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**WEDDING COORDINATOR:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

*Wedding coordinators are provided by the church. It is their responsibility to open the church, see to the lighting and sound, assist the wedding party and coordinate the wedding service. They will contact the bride and groom to help finalize details for the rehearsal and wedding day.*

## **WORSHIP SERVICE DETAILS**

(Filled in when meeting with Pastor and Director of Worship Ministry)

**Pre-service Music:**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

**Processional Music:**

**Bridal Party:** \_\_\_\_\_

**Bride:** \_\_\_\_\_

**Giving of the Bride by:** \_\_\_\_\_

**Invocation & Opening Sentences**

**Optional Special Music/Hymn:** \_\_\_\_\_

**Scripture Reading:**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

**Wedding Message**

**Optional Special Music/Hymn:** \_\_\_\_\_

**The Wedding Ceremony**

**Wedding Vows**

**Pledge of Faithfulness**

**Exchange of Rings**

**Declaration of Marriage**

**Sand Ceremony: (Y / N)**

**Special Music:** \_\_\_\_\_

**Flower for Mothers: (Y / N)**

**Other:** \_\_\_\_\_

**Unity Candle: (Y / N)**

**Special Music:** \_\_\_\_\_

**Flower for Mothers: (Y / N)**

**Other:** \_\_\_\_\_

**Blessing & Wedding Prayer & Lord's Prayer**

**Optional Special Music/Hymn:** \_\_\_\_\_

**Benediction**

**"I now present to you:** \_\_\_\_\_"

**Recessional Music:** \_\_\_\_\_

## WEDDING CHECKLIST

Wedding Date: \_\_\_\_\_

Forms Turned in to the Church: \_\_\_\_\_  
(6 Months Prior to Wedding)

Pre-marital Class \_\_\_\_\_

ZoeScore Completed: \_\_\_\_\_  
(4 Weeks Prior to *Pre-marital Class*)

Read: When Sinners Say "I Do" \_\_\_\_\_  
(Complete Prior to *Pre-marital Class*)

Contact Music Director: \_\_\_\_\_  
(6-8 Weeks Prior to Wedding)

Schedule Meeting with Pastor: \_\_\_\_\_  
(4-6 Weeks Prior to Wedding)

Wedding Program Covers due to Office: \_\_\_\_\_  
(2 Weeks Prior to Wedding)

Wedding Program Due to Office: \_\_\_\_\_  
(2 Weeks Prior to Wedding)

Resource: [www.christianbook.com](http://www.christianbook.com) to purchase bulletin covers)

All Fees Due to Church Office \_\_\_\_\_  
(3 Weeks Prior to Wedding)

Wedding License Due to Office: \_\_\_\_\_  
(At Wedding Rehearsal)

Relax and Enjoy Your Wedding Day

## Wedding Fees

<b>Facility Fee*:</b> (Fee Due to Hold Date)	\$300	\$50 (Off-site)
<b>Pastor:</b> (If offsite - Add mileage to fee)	\$250	
<b>Music Coordinator:</b> (If offsite - Add mileage to fee + \$25 if moving equipment is necessary)	\$200	
<b>Multi-media Coordinator:</b> (Only if necessary)	\$50	
<b>Wedding Coordinator:</b> (Time limit 2 hours for rehearsal and 4 hours day of wedding)	\$150	
<b>Secondary Wedding Coordinator:</b> (Time limit 2 hours for rehearsal and 4 hours day of wedding)	\$100	
<b>Soloist:</b>	\$75	
<b>Bulletin Fee:</b> (Only if printed at the church)	\$25	

*Please note: Hair and makeup must be done off-site. Wedding attire can be brought to the church the night of the rehearsal.*

*\* Facility charge covers usage for the time of the wedding and pre-marital class. It also includes all utilities, sound system, video system, and the cleaning of the facility before and after the service.*

**\*\*All fees are due to the church office 3 weeks before the wedding.**