

SERVICE PLANNING SHEET

Please complete this sheet and return it to the church office.

Our address is Immanuel Lutheran Church, 47120 Romeo Plank Road, Macomb, MI 48044.

Name of Bride: _____ Name of Groom: _____

Date of Wedding: _____ Time of Wedding: _____

Location of Wedding: CHAPEL or WORSHIP CENTER or OFF-SITE (Location: _____)

Pastor's Attire: ROBE AND VESTMENTS or SUIT AND TIE

Do you intend to invite the Pastor to the reception? YES or NO
(Please do not feel obligated to do so.)

If so, where is reception to be held? _____
(Please provide name & address of venue.)

If able to, would you like the Pastor to say the prayer at the reception? YES or NO
(Again, please do not feel obligated to do so.)

The Bridal Party

(Please use given names, not nicknames)

Maid/Matron of Honor:

_____ Age: _____

Best Man:

_____ Age: _____

Bridesmaids:

Groomsmen:

Flower Girl(s):

Ring Bearer(s):

Ushers (if different than Groomsmen):

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The Service Details

You will talk through these questions with the Pastor who is officiating your ceremony when you meet with him.

Readers? Yes _____ No _____

Scripture Readings: Reading 1: _____ Read by: _____

Reading 2: _____ Read by: _____

Extra Reading(s): _____ Read by: _____

Parental Blessing? Yes _____ No _____

Using Vow #1? _____ or Vow #2? _____

Exchanging Rings: Version #1? _____ or Version #2? _____

Will lighting of the unity candle, sand ceremony, or other specialty element be part of the service? Yes _____ No _____ Explain: _____

Are you going to have programs? Yes _____ No _____

If yes, are you creating them, or do you want Immanuel to do them? We Are OR Immanuel

If we are to do them, do you want your parents listed as part of the bridal party? Yes _____ No _____

If so, how would you like their names to appear?

Parents of the Bride: _____

Parents of the Groom: _____

Will aisle candles be used? Yes _____ No _____

Number expected to be in attendance: _____

Florist Name: _____ Phone #: _____

Videographer Name: _____ Phone #: _____

Photographer Name: _____ Phone #: _____

MUSIC PLANNING SHEET

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Name of Bride: _____ Name of Groom: _____

Date of Wedding: _____ Time of Wedding: _____

Location of Wedding: CHAPEL or WORSHIP CENTER

Are you planning to have:

- Live music
- Recorded music on CD
- Both live and recorded music

If using live music, are you planning to use:

- Brandon Bible (Worship Arts Director)
 - Guitar
 - Piano
- Organ
- Other, Please explain _____

Musician's Name: _____ Have you contacted them? _____

Are you using a soloist? Yes _____ No _____

Soloist's Name: _____ Have you contacted them? _____

Has list of solos and music been submitted? Yes _____ No _____

What selection are you choosing for:

Processional: _____ by: _____

Entrance of the Bride: _____ by: _____

Solo (optional): _____ by: _____

Recessional: _____ by: _____

Please contact Brandon Bible (our Worship Arts Director) at either bbible@immlutheran.org or 586.286.4231 regarding the music for your wedding.

AUDIO/VISUAL PLANNING SHEET

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Name of Bride: _____ Name of Groom: _____

Date of Wedding: _____ Time of Wedding: _____

Location of Wedding: CHAPEL or WORSHIP CENTER



If your wedding is in the Worship Center, what color lights would you like on the walls? _____

Are you planning on having any of the following used as part of your service?

- Photo slideshow Played when? _____
- Video Played when? _____
- Picture Shown when? _____
- Graphic Shown when? _____

*Please note: If any of the above are selected, they must be submitted to Jordan Beckett (our Media Arts & Technology Director) at least **10 days before your wedding date.***

Would you like slides on the screens?

- Throughout the whole service. If so, what theme do you want for the background?
 - Option 1—Elegant ()
 - Option 2—Modern ()
- Only for songs when the people are going to sing along

Are you planning on using song recordings/video(s) during the service? Yes _____ No _____

If yes, title(s)/song name(s): _____

Please contact Jordan Beckett (our Media Arts and Technology Director) at either jbeckett@immlutheran.org or 586.286.4231 with any questions regarding the audio/visual needs for your wedding.