

Wedding Manual

ROSEVILLE LUTHERAN CHURCH
Roseville, Minnesota

Marriage at Roseville Lutheran

We are happy that you have chosen to celebrate your covenant of marriage with the Church. The pastors and staff here at anticipate sharing your joy in this life-changing event. We are here to help you prepare a wedding that will express your love for each other and for God. In this manual, we describe our wedding policies and services to help you prepare for your wedding day.

First we will address a few of the most commonly asked questions. “Do I and/or my betrothed have to be members?” The short answer is “Yes,” at least one member of the couple should be active member of Roseville Lutheran Church. Or the parent(s) or guardian(s) of either the Brides/Grooms are participating member(s) of Roseville Lutheran Church within six months prior to scheduling the wedding.

What if I or my betrothed were once members? It is at the pastor’s discretion therefore former members who wish to be married in the Worship Center must apply to the pastor.

Do you rent out the Worship Center for weddings? No, RLC pastors officiate all weddings at RLC, which includes the exchange of vows, pronouncement of marriage, and the signing of the wedding license. A guest preacher may assist upon the invitation of a RLC pastor. All wedding couples (members or past-members whether in the Worship Center or at an off-site location) are required to take pre-marital education.

Will pastors officiate at places other than Roseville Lutheran? Yes. The pastors of Roseville Lutheran Church officiate weddings at other locations.

Church Contact Information

Roseville Lutheran Church
1215 Roselawn Ave West.
Roseville, MN 55113
651-487-7752
www.rosevillelutheran.org

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Planning with Staff Members

Pastors

Generally a pastor of Roseville Lutheran Church or another ELCA pastor will preside at weddings. (See Visiting Pastors for the exceptions) She or he will ensure appropriate use of the liturgy and facilities.

Roseville Lutheran Church requires that the bride and groom meet with the Officiating Pastor (of the Visiting Pastor) for pre-marital counseling at least once. These meetings are an opportunity for the pastor and couple to prepare for the wedding, so that the ceremony will truly represent God's love and the couple's spiritual union before Him.

Honorarium Traditionally, couples give the Officiating Pastor an honorarium, a financial gift for his or her service. Please consult the "Fee Schedule" page about appropriate amounts; you may discuss the honorarium with the Wedding Coordinator.

Visiting pastors If you would like another pastor to share in the service, please clarify this in your initial meeting with the Wedding Coordinator. While Roseville Lutheran welcomes clergy from other Christian denominations, participation of other clergy members is only at the invitation of a Roseville Lutheran pastor. If the minister is an ELCA pastor, no invitation is required.

Wedding Coordinator

Roseville Lutheran Church will provide a Wedding Coordinator, who will help you plan, conduct the rehearsal, and coordinate the wedding. As an employee of the church, the Wedding Coordinator can answer most of your questions about wedding policies and services. Please, provide your service providers such as bridal consultants, caterers, florists, and photographers with the contact information for the Wedding Coordinator. It is your responsibility to familiarize them with RLC policy. As the representative of Roseville Lutheran Church, the Wedding Coordinator will generally have final approval of all aspects of the wedding service unless it is a matter requiring the officiating minister.

Scheduling Your Wedding

Choose Dates and Times

We will schedule only two weddings per day and will work to ensure four hours between them. You may schedule your ceremony and reception for times between 10:00 am and 7:00 pm. Receptions may last for two hours, so as a precaution, if you are a member and plan to host your reception at the church, your ceremony must begin by 6:00 pm. If you schedule your ceremony for a Saturday, your ceremony must end by 3:30 pm so that we can prepare the facilities for Saturday worship services. Rehearsals will be at 6:00 pm on the Friday evening before the wedding unless different arrangements are made.

Our primary commitment will always be to Roseville Lutheran Church's ministries. As you choose a date for your wedding, please remember that we will not remove seasonal decorations, such as Christmas poinsettias or Easter flowers, to accommodate wedding decorations. Also, we will schedule weddings only for dates and times when the church is officially open, when no worship services are occurring, and when other church ministries are not using the needed facilities.

We will not schedule weddings on the following days:

- Sundays
- New Year's Eve and Day
- Ash Wednesday
- Holy Week (Palm Sunday – Easter)
- Memorial Day weekend
- Annual Conference week (usually between the second and third week in May. Check with the church office for specific dates)
- Fourth of July weekend
- Labor Day weekend
- Thanksgiving weekend
- Saturdays before Christmas programs
- Christmas Eve and Day

Please, inform caterers, musicians, florists, and other service providers about hours the church is open.

Initial Visit with Our Staff

First, contact the Church Office to tentatively schedule the dates and times of your rehearsal, decoration, ceremony, and reception (if applicable). Members may schedule dates a year in advance. All others may schedule theirs nine months in advance. This information is then passed on to the Sr. Wedding Coordinator.

You will have one month to meet with the Wedding Coordinator who will explain the wedding policy and request that you sign the *Agreement to the Wedding Policies of RLC*, which is at the back of this manual, agree on your dates, and pay one-half of the projected costs up to \$700. Please, do not formally announce your dates or order invitations until after you have met with the Wedding Coordinator and one-half of the projected costs up to \$700. Your dates are not official until you do this. By this time, you should also have used the fee schedule to determine the total cost of your wedding at Roseville Lutheran Church.

Although you may have a particular pastor in mind, their schedule will determine if they are available. If you are unfamiliar with the pastors of Roseville Lutheran Church, the Wedding Coordinator will also direct you to one.

If you want to change any of your dates, you must inform the Officiating Pastor, the Wedding Coordinator, and any musicians scheduled to perform. If you must cancel for any reason, Roseville Lutheran Church will keep \$100 and return your other payments.

Complete Payments

When you talk with the Wedding Coordinator, he or she will give you a fee schedule for employing the Wedding Coordinator, the church's facilities, and any church musicians. The balance is due 10 days before the wedding.

Time Line

Six Months or earlier

- Meet with Wedding Coordinator
- Turn in initial payment to Roseville Lutheran Church.
- Contact Music Director to schedule pianist/organist/other musicians for wedding date.

Four to Five Months

- Meet with Wedding Coordinator to discuss specific wedding plans.
- Meet with officiating pastor (family and marriage therapist may be present)

Ten Weeks

- Confirm time and date of wedding and date of wedding rehearsal with Roseville Lutheran Church.

Six Weeks or earlier

Provide current full legal names and name of county in which you plan to apply for a marriage license to Roseville Lutheran Church.

Two to Three Weeks

- Meet with Wedding Coordinator to finalize details of the rehearsal and wedding day.
- Meet with officiating pastor to finalize order of service.
- Confirm music selections and needs with music director/organist.

10 days prior to Wedding

- Have officiating pastor review wedding bulletin before it is printed.
- Turn in Marriage License with witness names to Roseville Lutheran Church.
- Turn in Updated Marriage Information Form with new name, address, phone, etc. to RLC Office Manager.

- Turn in any checks to wedding coordinator, organist, pastor, and/or any other outstanding fees to Roseville Lutheran Church.
- Call wedding party (including ushers and other family members) regarding the time and date of the wedding rehearsal.

Choosing Your Facilities

For the Ceremony

Please, designate family members or friends, such as ushers and house party members, to remove decorations and tidy the Worship Center after the wedding. Remember to identify them to the Wedding Coordinator before the ceremony.

Worship Center Our Worship Center, built in 1996, has glorious stained glass windows and a beautiful pipe organ. The Worship Center seats 1,000 people in total, Up to 700 on the main floor and up to 300 in the balcony.

Off-Site Our Pastors are willing to officiate at off-site locations with-in 25 miles. Please make sure that maps are provided.

For the Reception

Only members may schedule the church facilities for receptions, which may last for two hours. To avoid decorating and cleaning conflicts, we allow only one reception in a room per day. Please, designate at least three people to clean the Social Hall or Commons and the kitchen after your reception.

For an additional cost, we will provide linens, dishes, cups, silverware, punch bowls, and trays. We do not allow alcoholic beverages.

Social Hall The Social Hall has room for 240 guests and access to a kitchen. If you want to use the Social Hall, you can contact use our own Hospitality Staff or you must hire a professional caterer.

Commons Our Commons has room for 80-100 guests. Just as with the Social Hall if you want to use the Commons, you can contact use our own Hospitality Staff or you must hire a professional caterer.

Preparing for the Ceremony

You should be prepared to discuss the following preparations with family, attendants, florist, and photographer. Please, provide notes on the following for the Wedding Coordinator before the day of the rehearsal.

All decorating, photography and set-up must be completed 30 minutes before the service. Seating of guests will begin then.

For Dressing before the Ceremony

During the 1.5 hours before the ceremony, the couple and their attendants may dress in Room 40 (large room) and in Room 43 (medium room). Both are located on the lower level down the hall from the Social Hall, Room 40 on the right and Room 43 a bit further down on the left. Please, have your attendants tidy these rooms and check out with the Wedding Coordinator before they leave the church.

Processional and Recessional

Determine the seating of your family and the order in which your attendants will enter and stand. See *“Preparing for the Rehearsal”* for this, whether you plan to have a rehearsal or not.

If you would like guests to shower you with bubbles, please instruct them to wait until you walk outside, so the church will remain clean. The following items are not allowed outside or inside the church: rice, confetti, bird seed, and real petals. Flower girls may scatter faux (silk, organza, etc.) petals. The individuals assigned to remove decorations from the Worship Center will be responsible for picking up those petals as well as gathering any bulletins, tissues, etc. that guests leave in the pews.

Choose music appropriate for a celebration of the marriage covenant. Because weddings at Roseville Lutheran Church are worship services, music styles and texts should reflect a reverence for God’s presence and for Christ’s steadfast love, the foundation and model of Christian marriage. Passages from the Bible are appropriate lyrics for the ceremony, but secular lyrics are often not. Please, save secular love songs and other non-sacred material for your rehearsal dinner or wedding reception. The use of pre-recorded music is discouraged.

Approval of Music

As soon as your dates are official, the Wedding Coordinator will provide you with contact information for the Director of Music Ministry. It is your responsibility to contact this person directly to discuss and finalize the music for your wedding. All musical selections for the ceremony are subject to review and approval by this representative of the church.

Organist

Keyboard music may be performed on the organ or on the piano. If you would like organ music during your ceremony, the Director of Music Ministry will arrange for the Organist or a member of our music staff to play for your ceremony, or if necessary, can recommend a qualified substitute. Please include your payment for the organist with your other payments to Roseville Lutheran Church. Honorarium for the organist is \$250 for the ceremony including one rehearsal with any other musicians that are involved.

Other Musicians

You may use other musicians such as vocalists or instrumentalists at your ceremony. You may find vocalists and instrumentalists independently and pay them directly, or the Director of Music Ministry can make recommendations for musicians that you may contact and hire. If such musicians will be performing with the organist, they should learn and prepare the approved music in advance of the ceremony and meet with the organist before the rehearsal. At or before this meeting, musicians should provide the organist with original copies of the music in the desired key. It is not the job of the organist to teach music to vocalists or instrumentalists.

Hymns

The use of hymns is encouraged for your guests to sing, and will enhance the communal festivity of the ceremony. Roseville Lutheran uses the Evangelical Lutheran Worship hymnal, which includes many hymns appropriate for the wedding ceremony. The Director of Music Ministry can assist you with your selections.

Hymn suggestions:

Let All Things Now Living
Joyful, Joyful We Adore Thee
Love Divine, All Loves Excelling
Praise to the Lord the Almighty

Wedding Rehearsal

Generally, the organist will not attend the wedding rehearsal. Walk-throughs for the processional and recessional can be rehearsed without music. The organist is skilled and experienced at providing music for the processional and recessional and will adjust the length of the musical performances to fit the size of your wedding party.

Decorations

Our Worship Center's woodwork and stained glass windows are beautiful, and we prefer decorations that preserve their simplicity. Please, request that your florist, family members, and friends preserve the sanctity of the Worship Center by not hanging flowers or other decorations on the walls, in the choir loft, on the piano or on the organ.

The person you designate to remove decorations and equipment from the Worship Center

must do so immediately after the ceremony and check out with the Wedding Coordinator. Roseville Lutheran Church is not responsible for items left in the church, and these items may be thrown away.

Pews and aisles You may reserve family pews by securely attaching bows or flowers that will not endanger the finish. Do not use uncoated wire, nails, tacks, screws, tape, or glue.

The Chancel We will always keep seasonal decorations, the Lord's Table, cross, and altar candles in the Worship Center, but we will remove the pulpit, baptistery, and flower stand before the rehearsal. The dais has room for a small table and two pedestals (one on either side of the altar) to display unity candles,

candelabras, or flowers. We discourage additional decorations because they crowd the dais and block the congregation's view of the couple. If you choose to add these decorations, you will need to provide them or rent them from your florist.

Consider how much space the wedding dress will need on the dais, where the bride will stand for most of the ceremony. Your attendants will need room in front of the Lord's Table.

Candles Even if you are not using any other candles, the altar candles must be lit before the ceremony as they represent God's presence. If an attendant is lighting candelabras during the ceremony, you are welcome to use the church's taper. If you are not using other candelabra, the Wedding Coordinator will light the altar candles 10 minutes before the ceremony begins.

Flowers If you plan to leave altar flowers please let the church know as soon as possible. If we do not already have flowers scheduled for the upcoming Sunday, we will certainly use them and mention them in the Sunday bulletin.

If you want a flower girl to scatter petals on the carpet, please use faux petals. An aisle cloth may not be used.

Bulletins

Bulletins may provide your guests with

- The order of events for your ceremony.
- The names of your attendants and guardians.
- The titles of songs.
- Words for prayers the congregation can read in unison.
- A tastefully worded note requesting adherence to the photography policy outlined below: "We respectfully ask that you honor the policy of reverence at Roseville Lutheran Church. No photography is allowed during the ceremony. Please silence all pagers and cell phones."
- Your new address.

Before you print your bulletins, please give a copy to the Wedding Coordinator for approval.

Photography

Because the ceremony is a worship service, once the music of the ceremony begins, guests may not take pictures in the Worship Center. Please, inform your guests of this before the wedding. Only the official photographer may take pictures during the ceremony, and during this time, he or she must

- Turn off the camera's flash.
- Stand at the back of the room.

After the ceremony, attendants and family members may return to the dais with the couple for pictures. We suggest this photo shoot last for only 30 minutes. If you need more time, arrange for the photographer to take some pictures during the hour before the ceremony.

Audio Recording

Roseville Lutheran Church will provide a CD of the ceremony which is included in your fees. The Sound Technician will record the ceremony and give you the CD before you leave.

Video Recording

You are welcome to have a professional videographer to record the ceremony, instruct him or her to:

- Attend the rehearsal to become familiar with the church's building and policies.
- Use lighting already in the Worship Center. The videographer may not bring in additional lighting equipment.
- Stay in the same place during the ceremony. If he or she wants to set up a second camera, you may arrange this with the Wedding Coordinator.
- Discreetly set up and test video equipment 30 minutes before the ceremony.

Preparing for the Rehearsal

The Officiating Pastor and Wedding Coordinator will lead a 30- to 60-minute rehearsal for the couple, parents, grandparents, attendants, musicians, photographer, videographer, and anyone else participating in the ceremony.

The rehearsal should begin promptly at the scheduled time and proceed in a quiet, dignified, and reverent manner. The rehearsal is an integral part of the wedding preparation and is held in a holy place, dedicated to the worship of God. Sobriety of all participants is important.

To ensure that the rehearsal begins on time, please provide maps or directions for all participants. Warn them that traffic will delay their trip to the church on Friday. If the rehearsal lasts for more than an hour, your attendants may be late to the rehearsal dinner or hinder the church's other events. Also, if the rehearsal lasts more than 90 minutes, you will be charged \$150 for the additional time.

Processional and Recessional

Please, provide the Wedding Coordinator with a detailed plan for the processional, which includes the seating of parents and grandparents and the entrance of attendants. Your plan should specify who will escort each person (e.g., Will fathers or ushers escort the mothers?) and where these persons will sit or stand during the ceremony.

Here is a list of the traditional entrance order:

1. Groom's grandparents
2. Bride's grandparents
3. Groom's parents
4. Bride's parents
5. Minister, groom, best man, and groomsmen (from the Commons)
6. Bridesmaids
7. Maid/Matron of honor
8. Ring bearer and flower girl
9. Bride

Also, decide who will participate in the recessional (i.e., who will escort whom out of the Worship Center). We recommend that only the couple, the attendants, and the parents leave while music plays.

Responsibilities

Before the rehearsal, you should tell your house party members their responsibilities for the wedding day, such as any duties before the ceremony, where to sit and what to carry.

Instruct your ushers where you want them before and during the ceremony, what they are to do (seat precisely who and exactly where), which pews are reserved, how to handle late arrivals and any tasks after the ceremony. It is a good idea to put this in writing. Please provide a copy to the Wedding Coordinator.

Marriage License

Bring the marriage license to the Officiating Pastor at the rehearsal. Without the marriage license, the pastor cannot officiate the ceremony.

Liability Concerns

Belongings

If there is a need to secure belongings in the church (e.g., decorations), you must inform the Wedding Coordinator. The church staff will try their best to protect these, but they are not liable if the belongings become lost, stolen, or damaged. For this reason, we suggest that no one leave money, jewelry, or other valuables unattended in the dressing rooms, especially overnight. Please, remove all belongings from the church immediately after the wedding.

Legal and Illegal Drugs

Roseville Lutheran Church prohibits tobacco and alcohol use in the church, including champagne toasts in the dressing rooms. Please follow all state and Federal laws related to other drugs. Please, inform your attendants and guests of these restrictions. We wish you happiness in your life together and hope that your wedding will be a sacred and beautiful occasion.

Checklist and Contacts

Checklist

- ☐ Contact the Executive Director to ask about available dates and times, and read the *Wedding Manual*.
- ☐ Confirm pastor's availability, and secure date and time for all wedding events that will be held at Roseville Lutheran Church by (1) signing the *Agreement to the Wedding Policies of ROSEVILLE LUTHERAN CHURCH* and (2) paying one-half of the projected cost up to \$700.
- ☐ Make appointment with a pastor for pre-marital counseling.
- ☐ Make appointment with the Wedding Coordinator.
- ☐ Make appointment with the organist.
- ☐ Order invitations.
- ☐ Arrange plans with caterer, florist, photographer, videographer, vocalists, instrumentalists, etc.
- ☐ Contact attendants and provide them with written directions concerning attire, dates, times, and the location of the church.
- ☐ Obtain a marriage license at least two days before your ceremony. (Texas licenses are valid for 31 days.)
- ☐ Check final details with the Wedding Coordinator.
- ☐ Confirm with guests the times and locations of the rehearsal, rehearsal dinner, ceremony, and reception. (Maps help.)

Contact Information

Linda Borgstom, Sr. Wedding Coordinator

651-487-7752

lborgstrom@rosevillelutheran.org

Jessica Henry, Wedding Coordinator

651-487-7752

RLC@rosevillelutheran.org

John Helgen, Director of Music Ministry

651-487-7752, ext 236

jhelgen@rosevillelutheran.org

Pastors at Roseville Lutheran Church

Rev. Lauren Wrightsman, Senior Pastor

Rev. Sara Spohr, Associate Pastor

Please, know that you are always welcome here. We encourage you to talk with one of our pastors about opportunities for newlywed couples in the life of our congregation.

Fee Schedule

Following is a list of fees for weddings at Roseville Lutheran Church. To qualify for the reduced active member pricing, one of the following must have been a member for at least six-months prior to the wedding date:

- Bride
- Groom
- Mother or Father of the Bride
- Mother or Father of the Groom
- Grandmother or Grandfather of the Bride
- Grandmother or Grandfather of the Groom

<i>Weddings¹</i>	<i>Members</i>	<i>Inactive-Members</i>
Worship Center	\$ 500.00	\$700.00
<i>Receptions²</i>		
Social Hall	\$ 250.00	\$ 500.00
Commons	\$ 150.00	\$ 300.00

¹ Fees include facility, sound technician, and custodial fees for up to one hour on the day of rehearsal and up to three (3) hours on the day of the ceremony (additional Custodial fee with reception).

² Available only if the wedding is held at Roseville Lutheran Church. Fees include up to four hours (two hours for the reception and one hour each for set-up and clean-up.)

<i>Other Fees</i>	<i>Members or Inactive-Members</i>
Organist	\$200.00
Wedding Coordinator (up to 4hrs)	\$200.00
Add'l Hours	\$25.00
Soloist/Musician (if RLC provides)	\$125.00
Sound Technician (Add'l Hours)	\$25.00
Custodian (w/reception)	\$100.00

WEDDING RESERVATION AND AGREEMENT

ROSEVILLE LUTHERAN CHURCH

1215 Roselawn Ave West

Roseville, MN 55113

651-487-7752

www.rosevillelutheran.org

Date: _____	Ceremony Location: <input type="checkbox"/> Worship Center <input type="checkbox"/> Off-Site
Bride's Name: _____	Phone: _____ <input type="checkbox"/> RLC Member?
Address: _____	Email: _____
Groom's Name: _____	Phone: _____ <input type="checkbox"/> RLC Member?
Address: _____	Email: _____
Rehearsal Date: _____	Time: _____
Wedding Date: _____	Time: _____
<input type="checkbox"/> Reception at RLC? Time: _____	Location: <input type="checkbox"/> Social Hall <input type="checkbox"/> Commons
RLC Minister: _____	
Guest Minister: _____	Denomination: _____
Guest Minister Phone: _____	Email: _____
<input type="checkbox"/> Counseling Scheduled?	<input type="checkbox"/> Credentials Rec'd
Coordinator: _____	Sound Tech: _____
Organist: _____	Music Approved: _____

CHARGES:	
Location:	_____
Minister:	_____
Organist:	_____
Sub-total:	_____
Reception:	_____
Other:	_____
Subtotal:	_____
TOTAL:	_____
Deposit:	_____
Date Rec'd:	_____
Balance:	_____
Date Rec'd:	_____

Agreement to Policies

I have read the Wedding Policy Manual of Roseville Lutheran Church and agree to abide by the policies outlined therein and will communicate all applicable policies to the appropriate members of my wedding party and those providing services such as photography, decorations, flowers, etc. This agreement is more than a contract to "rent space" for my wedding. I understand my fiancée and I are making a covenant not only between us, but also with God and the church. Therefore, I agree that our ceremony will be a service of worship in the Worship Center of Roseville Lutheran Church.

Roseville Lutheran Church agrees to provide sacred space along with the services of wedding Coordinator, audio technician, minister, organist, and custodian to facilitate a wedding that is memorable, meaningful and holy.

Signature of bride or groom

Date

Signature of RLC Wedding Coordinator

Date

INSTRUCTIONS FOR FLORISTS

ROSEVILLE LUTHERAN CHURCH

1215 Roselawn Ave West Roseville, MN 55113

651-487-7752

www.rosevillelutheran.org

Decorations

Please complete all decorating and set-up 30 minutes before the service. Seating of guests will begin then.

Please preserve the sanctity of the Worship Center by not hanging flowers or other decorations on the walls, in the choir loft, or on the organ or piano.

Please remove decorations and equipment immediately after the ceremony. Roseville Lutheran Church is not responsible for items left in the church, and these items may be discarded.

Pews and aisles You may reserve family pews by securely attaching bows or flowers that will not endanger the finish. Do not use nails, uncoated wire, tacks, screws, tape, or glue.

The dais We will always keep seasonal decorations, the Lord's Table, cross, and altar candles in the Sanctuary, but we will remove the pulpit, baptistery, and flower stand before the rehearsal. The dais has room for a small table and two pedestals (one on either side of the altar) to display unity candles, candelabras, or flowers. You will need to provide these. We discourage additional decorations because they crowd the dais and block the congregation's view of the couple. (Consider how much space the wedding dress will take and where the bride will stand. Attendants will need room in front of the Lord's Table.)

Candles The altar candles must be lit before the ceremony as they represent God's presence. If an attendant is lighting candelabras during the ceremony, you are welcome to use the church's taper. If you are not using other candelabra, the Church Coordinator will light the altar candles 10 minutes before the ceremony begins.

Candles must be dripless and must stay in the chancel area. Please, place candles in holders that catch drippings, and protect the floor from wax. If you choose to use candles, Roseville Lutheran Church will require \$200.00 to cover carpet cleaning. We will return this payment if we do not need to clean wax from the floor.

Flowers If you plan to leave altar flowers, please let the church know as soon as possible. If we do not already have flowers scheduled for the upcoming Sunday, we will certainly use them and mention them in the Sunday bulletin.

You must check out with the Church Coordinator before you leave.

Florist Agreement

I have read the "Instructions for Florist" and agree to respect them. I will be responsible for any damage to church property incurred by the use of flowers, greenery, candles or any other decoration used on this occasion.

Event: _____ Date: _____

Company Name: _____ Phone: _____

Signature of Florist: _____ Family Representative: _____

INSTRUCTIONS FOR PHOTOGRAPHY/VIDEO

Roseville Lutheran Church
1215 Roselawn Ave West Roseville, MN 55113
651-487-7752
www.rosevillelutheran.org

All photography and set-up must be completed 30 minutes before the service. Seating of guests will begin then.

Photography

Because the ceremony is a worship service, once the music of the ceremony begins, guests may not take pictures in the Worship Center. Only the official photographer may take pictures during the ceremony and must:

- Turn off the camera's flash.
- Stand at the back of the room.
- Not take a "head-on" picture of any musician or reader.

After the ceremony, attendants and family members may return to the dais with the couple for pictures. We suggest this photo shoot last for only 30 minutes. If you need more time, arrange to take some pictures during the hour before the ceremony.

Videography

The videographer should

- Attend the rehearsal to become familiar with the church's building and policies.
- Use lights already in the Worship Center. You may not bring in light equipment.
- Stay in one place during the ceremony. If you want to set up a second camera, arrange this with the Wedding Coordinator.
- Discreetly set up and test video equipment 30 minutes before the ceremony.

Photography/Video Agreement

I have read the "Instructions for Photography/Video" and agree to follow them.

Event: _____ Date: _____

Company Name: _____ Phone: _____

Signature of Photographer

Family Representative