

## ***LMC Wedding Building Use Schedule***

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Wedding Date \_\_\_\_\_ Names \_\_\_\_\_

Arrival time \_\_\_\_\_ Phone \_\_\_\_\_

Time of service \_\_\_\_\_

Rehearsal date/time \_\_\_\_\_

***Wedding parties may use the building for up to, but not exceeding, 4 hours on the wedding day. Use begins 2 hours before the scheduled start of the wedding service.***

### ***❖ Set-Up***

\_\_\_\_ Table for Unity Candle (candles or candle holder **not provided**)

\_\_\_\_ Flower stands

\_\_\_\_ Additional Musicians needs: \_\_\_\_\_

Other needs/requests \_\_\_\_\_

\_\_\_\_\_

### ***❖ Photography/Deliveries***

***Photographers/deliveries may not arrive more than 2 hours prior to the service. Photographs must end at least half an hour before the start of the service.***

Photographer \_\_\_\_\_

Florist \_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

Other Items/Company \_\_\_\_\_

Phone \_\_\_\_\_

Other \_\_\_\_\_

### ***❖ Wedding Party/Planner Assistance***

Bridal Assistant \_\_\_\_\_

Phone \_\_\_\_\_

Flowers/decorations \_\_\_\_\_

Phone \_\_\_\_\_

Personal belongings \_\_\_\_\_

Phone \_\_\_\_\_

❖ *After the Wedding* (please print clearly)

*Married Names*

Bride \_\_\_\_\_ Maiden \_\_\_\_\_

Groom \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_

*Witnesses*

Name \_\_\_\_\_  
*Last Middle First*

Name \_\_\_\_\_  
*Last Middle First*