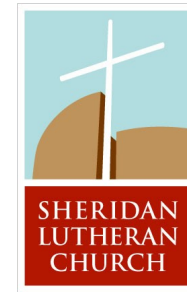


— Notes —



Weddings
at
Sheridan Lutheran
Church

6955 Old Cheney Road, Lincoln, NE 68516
sheridanlutheran.org | 402-423-4769

*Sheridan is a smoke-free and alcohol-free campus.
Please refrain from these activities inside and outside the building*

Important Guidelines for Facility Usage

NO Smoking or use of alcohol in building or parking lot

Children should be attended to by an adult at all times, hallways, bathrooms, etc. Please do not allow small children to wander in the hallway by themselves. Our concern is for the safety of the children.

Posters, visual displays, etc. may NOT be affixed to walls

Gifts may not be opened in the church building.

Any items brought onto church property must be removed immediately after the wedding

All groups will restrict their activity to the room assigned

NO helium balloons, please. If they go up into the ceiling area, the motion sensors on our security system sets off the alarm (even during the night)!

NO glitter items of any kind should be used for decorating purposes.

The church is NOT responsible for lost or stolen property while you are in the church building. Please lock up your purses and other valuables or do not bring them with you to the church. Please inform your wedding party attendants.

The Couple is liable for damage to the buildings, to grounds, to furniture, and/or to equipment of Sheridan Lutheran Church, and for the safety of all guests. The Couple will be held responsible for costs for repair that exceed normal wear and tear. The Couple also agrees to indemnify and hold harmless Sheridan Lutheran Church from any loss, damage, or liability to property or persons resulting from facility use.

Weddings at Sheridan Lutheran Church

Congratulations on your upcoming wedding! This is an exciting time for you! We are pleased that you have chosen Sheridan Lutheran Church as the Christian setting for this special event in your lives. Our pastors and staff will assist you in planning your wedding and making it a most memorable day for you.

We believe that marriage is the delightful creation of family, which God blesses. We want to help you make your wedding a true expression of your faith in God and your love for each other.

Please note there will be a total of 4 hours allotted for the day of your wedding. Such as a 3:30pm wedding you will have use of the building from 12:30pm to 4:30pm. Photographers must be done one-half hour before ceremony.

Scheduling

The date and time for your wedding should be scheduled at least six months prior to your desired wedding date. This will avoid conflicts with the church's calendar and also allow time for pre-marriage counseling sessions with the pastor. Please contact Karen in the church office to make these arrangements.

Sheridan has a worship service each Saturday evening at 5:30 p.m.. To help in the smooth flow of both the wedding and worship service, Saturday weddings should begin no later than 3:30 p.m. depending on the size of the wedding you are having.

A date and time for your wedding will be guaranteed to you only after the church has received a \$150 (*non-refundable*) deposit.

Wedding Coordinator

You will be assigned a wedding coordinator who will serve as your contact and church liaison throughout your wedding. Your coordinator is familiar with the church requirements, as well as the location of various items associated with your wedding (i.e., candelabra, unity candle holders, pew decorations, dressing rooms, etc.). She will consult with you after your wedding deposit has been paid and will be available for questions during the planning process. She will also be present at both the rehearsal and the wedding ceremony, to assist you any way possible.

Photographs & Videotaping

Professional and amateur photographers are asked to remain at the back of the worship center during the ceremony, once the processional is completed. We would also like to ask that photographers limit their movement during the ceremony, out of respect for this sacred event. During the wedding ceremony photos are to be taken without flash. Flash may be used prior to and after the ceremony as well as during the processional and recessional. Photographers are asked NOT to rearrange any furniture for photo settings, but to use it as is. **Please notify family, friends and other attendees that flash photography is not allowed during the wedding ceremony.** Photos must be finished one half hour before ceremony is to begin.

Videotaping must be done without floodlights. For specific locations as to where videographers can stand, consult with the pastor,

Fees

Weddings are a basic fee of \$800 which includes:

Use of Worship Center & dressing rooms
Wedding Coordinator
Pastor's honorarium
Pianist
Custodial Services
Sound System Technician
Pre-marriage instruction

Optional fees include:

Additional vocalist or instrumentalist (per musician)
Visual Technician
Use of any room for rehearsal dinner

PLEASE NOTE: The total fees for your wedding are to be paid two weeks in advance of your wedding date.

Make check payable to: SHERIDAN LUTHERAN CHURCH.

Please contact Karen in the church office if you have any questions. 423-4769 or k.znamenacek@sheridanutheran.org

Pastoral Guidance

The process of being married at Sheridan Lutheran Church is not just a matter of planning a wedding, but above all, it is creating a marriage. Sheridan has four pastors who officiate at weddings on a rotating basis.

It is your responsibility to contact the church office to find out who will be officiating at your ceremony. This should be done several months before your wedding date so that adequate time for pre-marriage planning sessions can be scheduled.

Pre-marital sessions include conversations geared toward strengthening your relationship with one another and with God. Additionally, this is the time specific plans for your wedding service will be made. As part of this process you will participate in a relationship inventory, the cost of which is included in your basic fee.

Facilities

The worship center has a seating capacity of 800. Men's and women's dressing rooms are available.

Sheridan Lutheran Church is fully wheelchair accessible.

A room is available to rent for rehearsal dinners. Food service, including linens and table service, must be provided by a caterer, as such services are not available from the church.

The Faith Walk Café is available for you to serve your wedding party and family a light lunch/snacks on your wedding day. Please do not take food out of this area. Only bottled water is allowed. Please avoid setting bottles on wood surfaces, as staining may result.

Bells are permitted inside and outside the church. Bubbles can be blown only outside the building. The throwing of rice, birdseed, confetti and petals, or the release of balloons is not permitted.

Furniture should not be moved for any reason.

Smoking and the consumption of alcohol is not allowed either in the building or on the church grounds. Please advise your wedding party. If alcohol is present on the campus, the officiating pastor reserves the authority to cancel the service.

Music

You may choose one of Sheridan's pianists to play for your wedding. The cost of this musician is included in the basic wedding fee. Additional vocal and instrumental musicians are available through the church. All musical arrangements are to be made through Molly Schmit, Director of Music.

Please note: It is your responsibility to contact Molly, through the church office, as soon as your wedding date is set, to discuss your specific music requirements.

Rehearsal

The rehearsal, usually the evening before the wedding, is a chance to get a feel for how things will work at the service and serves as a time to answer questions for the many people who are involved. **Please impress upon the participants in your wedding the importance of being prompt for the rehearsal.** Rehearsal takes about one hour.

Sound Requirements

A qualified sound technician will be provided to operate the sound system during your wedding. The cost of this service is included in the basic wedding fee. If recorded music is to be used during the ceremony, a single CD, with all the musical selections in order of performance, must be provided by the wedding party. You will receive a complementary CD of the ceremony. The sound tech will be available at the rehearsal.

Visual Imaging Requirements

Our worship center has the equipment necessary to show a videotape, DVD, or PowerPoint presentation during your wedding. A visual technician will be provided, at an additional charge of \$50 if such a presentation is part of your wedding. **You must contact Karen Znamenacek in the church office to arrange for this.**

Wedding License

Please bring your wedding license to the church office ONE WEEK PRIOR to your wedding so that all necessary information can be printed on the license in advance of the ceremony. It will be mailed to the appropriate place after the wedding ceremony.

Candles and Decorations

The church provides two altar candles. The church has available a pair of brass candelabra, which use permanent, oil-filled candles. Also available are unity candleholders. One is a one-piece holder which accommodates a 3" diameter center pillar and two tapers, each 7/8" in diameter. One is three separate pieces and can accommodate a unity candle up to 4" in diameter and two tapers, 7/8" in diameter. You must supply the candles for either of the unity candleholders.

If attachments are made to the candelabra, they must be tied with soft pipe cleaners or ribbons. Please do not use bare wire, so that scratching of the candelabra is avoided.

If you wish to attach bows or other decorations to the pews, we provide special clips for you to use; tape is not permitted. Because of the pew design, no candles may be attached to the pews. There are 10 rows of pews. Please be sure to leave the clips with us after the service.

A white wedding parament is available for use on the altar, or the altar may be left uncovered.

If you plan to have a flower girl actually dropping petals, the petals must be silk (artificial). Please, no petals outside of the worship center.

We will provide a table for your guest book and one for your gifts. The guest book table will be covered with a gathered, white satin skirt; and the gift table, with a white table cloth.

NO glitter can be used for decorating. NO helium balloons, please.

For your information:

The altar is 9 ft. 6 in. long and 42 in. wide

The center aisle is 42 ft. long and 5 ft. 9 in. wide