

WEDDING LICENSE

Please bring the wedding license to the church office **14 days** before the wedding (or earlier if available). It is recommended this is turned in with final payment (see below).

DRESSING ROOMS

Dressing rooms, located in the West Wing, are available for use by the wedding party, as well as the bathrooms located in the west end of the building. No other rooms will be accessible. Snack food and non-alcoholic beverages are permitted in the West Lobby only. **Clean-up is your responsibility.**

ADDITIONAL BUILDING USAGE

Other rooms may be reserved in addition to the dressing rooms and lobbies for gift opening, a bridal party luncheon, and larger dressing rooms based upon availability of the room. Additional fees will be applied if additional space is requested.

ALCOHOLIC BEVERAGES / SMOKING

No alcoholic beverages or smoking are permitted on the entire Bethany campus. This includes the entire facility and all outdoor property. It is the responsibility of the wedding couple to inform their wedding party and guests of this policy.

PROFESSIONAL FEES FOR BETHANY WEDDINGS:

Pastor—A minimum of \$200 is requested

Wedding Coordinator—required—\$200

Sound Technician —required—\$100

Worship Director/Pianist—\$175

Soloist —\$100

Please make one check payable to Bethany Lutheran Church, and we will distribute accordingly. The check should be brought to the church office no later than 14 days before your wedding.

Wedding Planning

At

Bethany Lutheran Church

4200 N. 204th Street

Elkhorn, Nebraska

(402)289-4440

Fax (402)289-3550

www.bethanyelkhorn.org

Congratulations! You're getting married! The Pastors and staff of Bethany are committed to providing support in the preparation and planning of this special day in your lives. We are pleased you have chosen Bethany Lutheran Church as the Christian setting for your wedding. Our Pastors, Wedding Coordinators and Worship Director will assist you in planning your wedding and making it a most memorable day.

During His earthly ministry, Jesus often stopped in the small town of Bethany to rest from His journeys. It was a caring place where He would enjoy refreshment and fellowship in the company of His good friends, Mary, Martha and Lazarus.

We believe that Christ is present at Bethany in Elkhorn to renew and refresh those who gather in his name today. We hope you will experience the love of the Lord Jesus Christ as you gather with your friends and family on this special occasion.

Booking a Wedding

SCHEDULING THE WEDDING

In order to reserve a date on Bethany's calendar, a Usage Fee of \$250.00 for the use of the Worship Center or \$100.00 for the use of the Chapel must be paid to the Church Office. Please note this includes dressing rooms for the bridal party, but does not reserve the entire facility. This fee must be paid within **7 business days** from the date of scheduling. If you cancel your wedding within 3 months prior to the scheduled date, you will forfeit the Usage Fee.

PASTORAL GUIDANCE

Couples getting married at Bethany will take an online pre-marriage assessment before meeting with the pastor. Once the couple has completed the assessment they will meet with one of our pastors for a pre-marriage counseling session.

MUSIC PLANNING

Bethany's Worship Director coordinates the music for all weddings at Bethany and works with all musicians participating in the wedding. The wedding couple must contact the Worship Director **three months** prior to the wedding to discuss music selections, musicians, singers, pianist and general music arrangements. The Worship Director can be reached at (402) 289-4440 ext. 203 or by email at brad.ramp@bethanyelkhorn.org

SOUND TECHNICIAN

One of Bethany's sound technicians will operate the sound system during your wedding service in order to insure proper coordination of the sound system, music, CD (s) or tape playing, and sound levels during the ceremony.

WEDDING COORDINATOR GUIDANCE

You will be assigned one of Bethany's Wedding Coordinators who will work with you to coordinate the actual physical arrangements for your wedding. They will also attend the rehearsal and wedding ceremony to coordinate and manage the events in partnership with the officiating pastor.

GUEST CAPACITY

The Worship Center seats 1000 and the Chapel seats 80 wedding guests. The number of guests should be noted on the Wedding Information Sheet.

USHERS

It is recommended to have one usher for every 75 guests.

DECORATIONS

Bethany offers a limited supply of the following items for your decorating use:

Tall & Short Wooden Flower Stands

Brass Candelabras – Two 7-candle floor candelabras. The wedding couple will need to furnish 14 drip-less candles, 10-12" in length 1" in diameter.

Unity Candle Candelabra – Brass, silver and glass available.

Holds unity candle (3" diameter drip-less)
and two candles (1" diameter, 6 or 10" lengths dripless) to be furnished by the couple.

White Kneeling Pad

Guest Book Table

Special Notes:

Aisle Runner - Bethany does not provide an aisle runner. If you decide to use a runner, you will need to rent one that is 75 feet in length. Artificial flower petals may be used with an aisle runner.

Flower Bows may be placed on the pews using coated wire clippings . As you and your florist plan your decorating, please take precautionary measures to preserve the carpeting, pews, woodwork and church surroundings.

Bubbles are the only celebratory expression that can be used on the church property and **only outdoors**. The following are **NOT allowed**: real flower petals, rice, bird seed, confetti, glitter, balloons or any other item that falls to the ground or is released into the sky.

Plants and other worship furnishings in either the Chapel or the Worship Center may not be moved, taken down or removed.

PHOTOGRAPHS

Professional or amateur photographers may take flash photos during the processional and recessional in addition to the formal posing sessions. We ask that no flash be taken during the wedding service. Photos without flash can be taken from the back of the Worship Center. Pictures prior to the wedding may be taken in the Worship Center, or outdoors, and must be completed 30 minutes prior to the start of the wedding.

VIDEOTAPING

Videotaping of your wedding ceremony is permissible without floodlights. Consult the Worship Director in regards to set up and filming.

REHEARSAL

The wedding rehearsal is approximately one hour in length . It may be scheduled at whatever time is convenient for you. Please impress upon the participants of your wedding the importance of being prompt for the rehearsal.