

Maple Sheyenne Lutheran Church Wedding Rental Guidelines

Wedding Guidelines

Wedding Party Provides:

1. Prepared Bulletin/program
2. Flowers/decorations
3. Unity Candles/sand including holders and vessels
4. Photographer & Videographer
5. Additional Chairs as needed for outdoor space

Maple Sheyenne has available for your use:

1. Sanctuary that holds 112 adults comfortably (space for additional 21 in balcony)
2. Sound Equipment for ceremony including soloist mics
3. Communion Ware and supplies
4. Altar Candles
5. 2 Pew Reserved Signs
6. Organist/Pianist
7. Soloist
8. Pastor
9. Changing Rooms with Hanging racks & mirrors
10. Signage for outdoor venue
11. 208 Resin chairs for outdoor space (space for more chairs at your provision & expense)
12. Air conditioned sanctuary and reception hall
13. Overflow space in Maple hall with real time technology
14. Table and podium for guest book

Questions for wedding:

1. Will you need a pastor? If not, person officiating _____.
2. Will you need a pianist?
3. Will you need a soloist(s)?
4. Will you have a rehearsal and if so what day and time?
5. What time do you need the church open the day of the wedding?
6. Will you need flowers refrigerated?
7. Will you need communion ware and supplies? For how many?
8. Will you need mics for soloist(s)?
9. Will you have other instrumentalists?
10. How many chairs do you need in the Music space (off altar area)?

Reception Guidelines

Wedding Party provides:

1. All food prepared and ready to serve
2. All beverages (including coffee & condiments) - NO red beverages or alcohol
3. All napkins and paper products and plastic ware
4. Containers and ziplocks for leftover food
5. Warming/Cooling Serving trays
6. Cake knife and serving utensils
7. Table linens
8. Table decorations

Maple Sheyenne has available for your use:

1. Glass dishes to serve _____ including: plates, coffee cups , glasses and silverware
2. Glass Punch bowl & Ladle
3. 2 Refrigerators & 2 Convection Stove/ovens
4. 1 – 100 Cup Coffee maker
5. 1 – 50 Cup Coffee maker
6. Salt & Pepper Shakers
7. Seating for 120 people in Maple Hall

Questions for reception:

1. How many guests are you expecting?
2. How will Maple Hall be arranged for the reception?
Who will arrange Maple Hall?
3. What will the location be of the head table?
4. Will the tables be set?
Who will set the tables?
5. What will you be serving?
6. How will the bridal party be served?
7. How will the guests be served?
8. How will beverages be served?

9. Who is responsible for serving the cake/dessert?
Where will this take place?

10. Who is responsible for serving the punch?
Where will this take place?

11. Will you need a microphone?

12. Will you be using the TV in Maple Hall?
Do you need closed circuit view of the sanctuary?

13. If the service is outdoors, who will set up the chairs?