



UNITED IN CHRIST

Wedding Reception Information



LOVE

Love is *patient,*
love is *kind.*
It does not *envy,*
it does not *boast,*
it is not *proud.*

1 Corinthians 13:4

Our Savior's Lutheran Church

Where people care and faith in Jesus Christ grows

Your Wedding at

Our Savior's Lutheran Church, Moorhead, MN

Our Savior's Lutheran Church is a community of Christians called, washed and fed by the Spirit, sent into God's world to follow Jesus and invite others to walk in faith, hope and love.

610 13th Street North, Moorhead, MN 56560
(218) 233-2412
oslc@oursaviorsmoorhead.org
www.oursaviorsmoorhead.org

Pr. Loren Mellum: pastorloren@oursaviorsmoorhead.org
Wedding Reception Coordinator, Geri Rogholt: (218) 233-6907 (please contact **at least 30 days** prior to your wedding)

Responsibilities of the Bride/Family

- 1 The bride/family furnishes: all food, coffee, cream, sugar, nuts, mints, ice rings, punch cups, napkins (large and small) and candles.
- 2 Food brought to the church should be ready to be served (salads, sandwiches, punch, hotdishes, etc. The service unit will put salads in bowls and sandwiches on plates.
- 3 All food must be labeled.
- 4 If food for the reception is coming from a caterer, please have the caterer give the service unit or the wedding hostesses last minute instructions for caring for the food.
- 5 Please remove all left-over food immediately after the reception. The service unit will put food in containers provided by the bride.

Items Furnished by the Church

Punch bowl and ladle, table linens, silver services, large candelabra for serving (6 candles), serving trays, bowls, tables, chairs.

Pictures

Photographers should take pictures of the cake cutters, coffee pourers, and servers at least 30 minutes prior to the wedding. These people should take their places as soon after the ceremony as possible. **Please be sure they are aware of when pictures will be taken and when they need to be serving.**

Cake Delivery

The cake delivery and set up should be done about the same time the photographer arrives at the church.

Reception Fees

Reception fees, including those for the custodian, reception coordinator, reception hostess, service unit, laundry and replacement fee are due *at the reception*. Please pay the reception coordinator, who will determine the amount due.

Rental of Fellowship Hall	\$100
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Reception Coordinator	\$50
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Reception Hostess	\$20
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Custodian Fee:

0-100 guests	\$40
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101-150 guests	\$50
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151-200 guests	\$60
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Up to 250 guests	\$70
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Serving Fee:

0-100 guests	\$ 75
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101-150 guests	\$ 90
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151-200 guests	\$105
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Up to 250 guests	\$120
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Laundry and Replacement

1-100 guests	\$20
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101-200 guests	\$30
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201 or more guests	\$40
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Buffet Charge	\$25
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Any time a salad of any kind is served, the reception becomes a buffet.

Information for the Wedding Reception Coordinator

Bride

Name _____

Phone _____

Email _____

Groom

Name _____

Phone _____

Email _____

Date of wedding _____

Time _____

Number of guests expected to be served at the reception: _____

Please list all the foods to be served at the reception:

Please list any additional comments or instructions:

Helpers Needed

- | | |
|----------------------------|-------------------------------------|
| Reception Host and Hostess | 2 or more people |
| Guest Book Table Host | 1 person |
| Gift Table Host | 2 or more people - one at each door |
| Coffee Pourers | 2 people |
| Cake Cutters | 2 people |
| Punch Servers | 2 people |
| Coffee Host | 2 or more people |

Parties using the church and/or Fellowship Hall will be responsible for all damages.

Please call the reception coordinator at least *two weeks* ahead of time to discuss last minute table arrangements and other details.

Will there be a bridal table? Yes No

For how many people? _____

For how many guests do you wish tables to be set up? _____

We have bud bases, bows, and artificial flowers if you wish to use them to make your centerpieces.

When will the reception to begin?

- Right after the wedding ceremony is over
- After the bride and groom arrive at the Fellowship Hall

Where will the table prayer be said?

- Upstairs If upstairs, please discuss this with the pastor, organist, and wedding coordinator so this is taken care of before guests go to Fellowship Hall.
- Downstairs

Time the cake will be delivered: _____

Where the cake is coming from: _____

Telephone: _____

Will you have the wedding cake cut, or will sheet cakes be served?

Do you want the top layer of the wedding cake saved? Yes No

Where is the food coming from? _____

Telephone: _____

Serving Style: Reception line Family style

Do you want the Service Unit to mix the punch? Yes No
(You should make one or two ice rings for the punch)

If you choose not to have coffee hostesses, do you wish coffee servers to be placed on the tables? Yes No

Will the gifts be opened at the church? Yes No

Wedding Reception Information for the Custodian

If you plan to hold your wedding reception at the church, please complete the following:

Bride

Name _____

Phone _____

Email _____

Groom

Name _____

Phone _____

Email _____

Date of Wedding _____

Time _____

Estimated number of guests attending the reception: _____

Do you wish to have the guest book table moved to the Fellowship Hall for the reception?

Yes No

Is a bridal table to be set up in Fellowship Hall?

Yes No

If yes, how many people are to be seated at the bridal table? _____

The Reception Coordinator has a rough sketch of how we usually set up the accommodations in the Fellowship Hall. If you have any suggestions that vary significantly, please comment below or talk to the Custodian personally. It is our desire to be of service to you.
