

**Maintenance Set Up Form**  
**Weddings at Saint Luke Catholic Church**

Date turned into church \_\_\_\_\_

Priest Officiant \_\_\_\_\_ Parish Priest \_\_\_\_\_

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

Groom \_\_\_\_\_ tel. # \_\_\_\_\_

Bride \_\_\_\_\_ tel. # \_\_\_\_\_

1. Aisle Posts \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ # needed \$90.00 for all 12, \$7.50 each
2. Kneelers in Sanctuary (mass only) \_\_\_\_ Yes \_\_\_\_ No
3. Chairs on Floor (ceremony only) \_\_\_\_ Yes \_\_\_\_ No  
if yes, number on each side \_\_\_\_\_
4. Guest Registry Stand in Narthex \_\_\_\_ Yes \_\_\_\_ No
5. Unity Candle \_\_\_\_ Yes \_\_\_\_ No (parish does not provide)
6. Bird Seed and Rice are not allowed. If you choose, which one of the following will be used for the sending of the bride and groom?  
Please check \_\_\_\_ bubbles (arrange for own cleanup)  
\_\_\_\_ bells  
\_\_\_\_ flower petals (arrange for own cleanup)
7. Bride's Room \_\_\_\_ Yes \_\_\_\_ No (arrange for own cleanup)
8. Fr. Courtney Room \_\_\_\_ Yes \_\_\_\_ No (arrange for own cleanup)
9. Photographer \_\_\_\_\_ tel. # \_\_\_\_\_
10. Florist \_\_\_\_\_ tel. # \_\_\_\_\_
11. Aisle Runner \_\_\_\_ Yes \_\_\_\_ No Provided by couple/florist  
The main aisle is 100 feet long. St. Luke doesn't provide a runner. Couple/florist puts in place.

Alcohol is not permitted on the premises (excluding receptions—see guidelines).  
Never leave valuables (money, credit cards, etc.) in any room. Lock your cars.

**Rehearsals are normally at 4:00 p.m., 6:00 p.m. or 7:00 p.m. the Friday before the wedding.**  
**11:30 a.m. weddings—Church, Bride's Room and Fr. Courtney Room open 11:00 a.m. to 1:00 p.m.**  
**2:30 p.m. weddings—Church, Bride's Room and Fr. Courtney Room open 1:00 p.m. to 4:00 p.m.**  
**7:30 p.m. weddings—Church, Bride's Room and Fr. Courtney Room open 6:45 p.m. to 9:45 p.m.**  
**(Fr. Courtney Room available at 5:00 p.m. if doors are closed and preparations are quiet during mass)**

The church environment is to be returned to the original configuration immediately after the wedding and prior to the next church service.