

## Lake House Reception Center Ceremony Planning Guide

Here at Lake House, our staff are here to make sure every part of your ceremony goes smoothly and exactly how you envision it. We will take care of executing the proper timeline for your ceremony.

For nondenominational ceremonies, which take about 30 minutes, we will follow this outline. If you are not using one of our Ministers, please provide us with a copy of your ceremony script.

- Guests asked to be seated 15 prior to ceremony start time
- DJ or Minister makes an announcement for devices to be silenced
- Wedding party and family walking down the aisle will be lined up
- Another announcement to guests that we are starting ceremony
- Coordinator cues DJ or musician for ceremony music to start

### Processional:

Entrance of Minister

Groom's entrance

Grandparent's entrance

Parent's entrance

Wedding Party entrance

Maid of Honor and Best Man entrance

Flower Girl and Ring Bearer entrance

Bride and Escort entrance

Welcome: Opening remarks from the Minister.

Readings: Opportunity to share meaningful passages.

Minister's Address: A speech by the person leading the ceremony.

Declaration of Intent: Also known as the "I dos."

Vows: Promises to one another, either handwritten or selected.

Exchange of Rings: Ceremonial giving of the sign of love and loyalty.

Blessing or Closing Remarks: Final words from the officiant.

Pronouncement: Official declaration of marriage.

Couple shares a kiss!

Recessional: The exit of the wedding couple and Wedding party

-Wedding Couple, Wedding Party, Parents and Grandparents will come into the Camellia room to sign the marriage license with the Minister.

-Minister or DJ will make an announcement for guests to proceed to the reception area for drinks and butler passed items.

-Photographer will take formal pictures on the porch or another area you have chosen.

-After formal pictures, we will bustle your dress and start your reception with your announcement and special dances.

Insights for ceremony:

You don't necessarily need Ushers. We will do our best to get guests seated before the ceremony. If you do have Ushers, we will have them stand by the beginning of the aisle and instruct guests as to what side is appropriate for them to be seated. They will also make sure that the front row is left empty for your grandparents and parents to be seated.

You may suggest some relaxed instrumental music for the 30 minutes before your ceremony starts. Your DJ or Musician may already have appropriate music picked out for this. Your Coordinator will make sure that the DJ plays the music on cue for every part of the ceremony.

Your DJ needs to bring a lapel mic for your Minister. The Minister MUST have a mic whether they have a loud speaking voice or not. We have to make sure that those in the back and the elderly can hear properly. The DJ also needs a wireless mic on a stand between the wedding couple so everyone can hear your vows.

There is normally one song for the Minister and through the parents walking down the aisle to the ceremony location.

You will need another song for your wedding party. We send the wedding party couples out around one minute per couple.

One more song is needed for the Bridal procession. The Bride takes about 2 ½ minutes to get down the aisle. Your coordinator will carry your dress down the steps and fluff your dress and veil before you walk the main length of the aisle.

You may want to have some input on what your Minister says during your ceremony. You should speak with that person about details. You can visit [Wedding Ceremony Scripts - Universal Life Church \(themonastery.org\)](http://Wedding Ceremony Scripts - Universal Life Church (themonastery.org)) for information on how to write your ceremony script and a ceremony generator. Your Minister or Officiant will also have samples you can choose from. We have samples here at Lake House we can share with you as well.

Private vows are a great way to share your intimate thoughts with each other without getting too personal in front of your guests. This can be done verbally after your first look, if you plan to see each other before. Or you can also write them and we will hand deliver them to each of you before the ceremony.

Your ceremony package includes the arch (not an option to remove it from the area as of November of 2023), the large silk ferns for the urns, lanterns/shepherd's hooks.

Arch decoration (included)

Silk Rental Option (\$125)

Fresh Flower Option



Fresh flower options costs are based on the flowers you choose. You may bring flowers, silk or fresh, to be put onto the arch by our staff. There is a labor cost charged in these cases depending on the complexity of decorations. 3rd party vendors are not allowed to decorate or attach anything to our arch.

We will set up white chairs outside and ballroom chairs inside. The amount of chairs will be the guest count minus the wedding party and vendors. No silk or freeze dried rose petals are allowed to be thrown on the property. Fresh rose

petals (white only) are allowed. A rose petal border for the ceremony aisle requires a \$100 clean up fee.

Below is the different ceremony location options you can choose from:

By the lake



Inside/Fireplace



Porch rotunda



Garden/Flower Bed area



The ballroom (this option is only available for 200 or more guests)



With this option, all the tables will need to be brought out after the ceremony. You will need a family member or friend available to set up your table decorations.

Our staff will set the tables, chairs and linens. This option takes about 10 to 15 minutes to reset the ballroom.

When you fill out your final checklist, you will list your choices for 1st and 2nd. We will set up your ceremony based on your 1st choice. This decision can be made no later than two hours before our event. If there is a threat of rain or other weather event, we will set up based on the 2nd option you chose. There is no extra charge to move the ceremony because of the weather. If we set up and it starts to rain right before the ceremony starts, we can move the guests inside to either be seated at the reception tables or we can delay the ceremony while we set up in front of the fireplace. Any delay because of additional 2nd set up comes out of your reception time, we do not extend your event. If the guests are seated at the tables, the ceremony is held in the middle of the ballroom. See pictures below.



We have hundreds of wedding ceremony pictures held here. We can show you different set ups, different times of day, certain dates and times, different decorations that we offer. Please reach out to us about these if you need guidance. We have numerous decoration rental options beyond what is included in your ceremony package.

We have outdoor lighting if your ceremony is outside. Even in the winter, there is enough lighting for pictures. Please let your photography know that the ceremony will be outside if it is in the evening. They have certain flashes and equipment they need for evening and dusk.

Spring at 7pm

Winter at 7pm



If it is cold outside, we have patio heaters we can put out for your guests during the ceremony. The rental cost is \$250. We will move them to the porches after the ceremony for the guests to enjoy there.

If the schedule allows, you may purchase additional time (beyond two that is included) in the dressing rooms for \$150 an hour. This must be booked ahead of time.

We don't have a steamer on-site. Please bring your own and any other special items you need for getting ready. Don't forget your emergency kit with essentials.

Outlining your vision now, with just a few simple keywords and themes will help you communicate with your parents, bridal party and vendors as you move forward with the planning process.

Maid of Honor \_\_\_\_\_ Best Man \_\_\_\_\_

Bridesmaid \_\_\_\_\_ Groomsman \_\_\_\_\_

Bridesmaid \_\_\_\_\_ Groomsman \_\_\_\_\_

Bridesmaid \_\_\_\_\_ Groomsman \_\_\_\_\_

Bridesmaid \_\_\_\_\_ Groomsman \_\_\_\_\_

Flower Girl(s) \_\_\_\_\_ Ring bearer \_\_\_\_\_

Special attendants \_\_\_\_\_

NAME CHANGE- Changing your name is a deeply personal decision and friends and family will likely have no shortage of opinions. Do what is right for you. Places where you may need to file a change of name form include:

Employer  
Bank  
Mortgage Company or leasing agent  
Insurance companies  
Credit Card Companies  
Department of Motor Vehicles  
Social Security Office  
Investment companies  
Post office (postal delivery)  
Internal Revenue Service  
Telephone & Utility company  
Voter's registration office

Will & trusts  
Living will  
Stock and bond certificates  
Department of Vital records  
Doctors  
Subscriptions  
Professional associations  
Library card  
School and alumni association  
State Taxing authority  
Airline and hotel rewards programs  
Power of attorney forms

Remember, this is YOUR wedding! Plan according to what you and your partner want, not what everyone else thinks you should do. If you have any questions about anything related to your ceremony, please reach out to us. We can guarantee that you will have the most magical ceremony of your dreams! Have fun planning and we will speak with you soon.

