

**Lake Street Church of Evanston**  
607 Lake Street - Evanston, IL 60201  
847/864-2181 www.lakestreet.org

## **Planning Your Wedding Ceremony<sup>1</sup> at Lake Street Church**

This is your special day! We want to help assure that the details are taken care of so you can focus on your ceremony and guests. To that end, your Officiant will meet with both of you to discuss your ideas and create the order of service for your ceremony. Your Officiant will also give you the contact information for your LSC Wedding Coordinator.

### **How does the Lake Street Church Wedding Coordinator help you?**

The LSC Wedding Coordinator provides a link between the church and wedding couple to ensure that their rehearsal and ceremony run smoothly. He/she will be able to answer many of your questions, will help arrange the date and time with the church, and take care of many of the logistical arrangements.

The LSC Wedding Coordinator will explain guidelines and fees for the use of the Sanctuary and other facilities, provide checklists to help you consider the details of your ceremony, and give you a tour of the facilities.

If you have your own wedding planner or spokesperson who is keeping track of details for you, make sure to introduce them to your LSC Wedding Coordinator at your rehearsal.

You can reach Lake Street Church's Wedding Coordinators by contacting Carol Watkins, 847/847-7163, [fambambam@comcast.net](mailto:fambambam@comcast.net).

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<sup>1</sup> Wedding, Commitment Ceremony, Holy Union...call it whatever you like, but from our perspective, they're all included under the heading of weddings.

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## **Lake Street Church Wedding Guidelines**

### **Décor**

1. The couple provides their own candles for the ceremony. (The Church does have candelabras.)
2. You may hang decorations on the pews, providing no tape is used so as not to take the finish off the wood.
3. The attendants designated by the couple are responsible for arranging wedding flowers in the Sanctuary with their florist. Please let your LSC Wedding Coordinator know what time the florist will be arriving so he/she can open the Sanctuary for you.
4. The couple provides their own wedding program for guests.
5. We welcome your photographers and videographers. We request that they be unobtrusive during the ceremony.

### **Parking**

1. It is not legal to park on Chicago Ave. (in front of the church) on any day except Sunday.
2. A limousine may pull up in front of the church to let the wedding party out. If it pulls up onto the curb and puts hazard lights on, it may stay there during the ceremony.
3. Parking is available downstairs in the Best Western parking garage. The pay box is at the north end of the downstairs parking.
4. The wedding party may block off the church side parking spaces on Lake Street between Chicago Ave and the alley the morning of the wedding. Arrangements for this must be made well in advance.

### **Other Logistics**

1. It is recommended that each side of the wedding party have a designated cell phone (to be turned off during the ceremony) at their disposal for any last minute needs.
2. We recommend that you designate a spokesperson for your rehearsal and wedding so that someone else can keep track of the details for the wedding couple. Your Officiant and the LSC Wedding Coordinator will of course consult with the couple being married, but a spokesperson may be helpful for little, last-minute things.

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**Lake Street Church Wedding Fees**

If you would like to have your wedding at Lake Street Church, please contact either of our ministers to begin making the arrangements.

Rev. Dr. Douglas Sharp, x111, dsharp@lakestreet.org

Rev. Ann-Louise Haak, x112, alhaak@lakestreet.org

Here are some of the fees:

|        |                            |                    |
|--------|----------------------------|--------------------|
| \$750  | Sanctuary Use*             | Lake Street Church |
| varies | Honorarium for Officiant** |                    |
| \$225  | LSC Wedding Coordinator    | Carol Watkins      |
| \$200  | Organist                   | Alice Lane         |
| varies | Soloist                    |                    |
| varies | Additional Musicians       |                    |
| \$50   | Custodian                  | Kim Jefferson      |

\* Sanctuary use fee is waived for couples active in our congregation.

\*\* The Honorarium for the Officiant includes service planning and pastoral counseling sessions, wedding rehearsal and officiating at the wedding.

Separate checks payable to each of the entities listed should be given to the LSC Wedding Coordinator at your rehearsal. She/he will distribute them for you.