

# *Wedding Planning Packet*

Our Lady of Mt. Lebanon-St. Peter Cathedral

333 S. San Vicente Blvd.

Los Angeles, CA 90048



*Dear Bride and Groom,*

*We are happy to note your desire to have a wedding at Our Lady of Mt. Lebanon-St. Peter Cathedral. Only Catholic ceremonies may be performed at our church. It is our privilege to work with you in making this a holy and happy memorable event.*

*This booklet will inform you of our wedding policies. The Wedding Application must be filled out and returned to the church office with your check for the full amount to secure the date on the church calendar. In the tradition of our church, the marriage must be announced for 3 consecutive Sundays before the ceremony.*

*In addition, all parishioners wishing to be married must complete premarital counseling sessions offered by the priests at our church before the ceremony.*

*We pray that God will grant you order and favor as you plan the details for your wedding.*

*In Christ's love,*

*Rector: Father Elias Sleiman, M.L.M.*

## WEDDING APPLICATION

Today's Date: \_\_\_\_\_

\_\_\_\_\_  
Bride's Name

\_\_\_\_\_  
Groom's Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Email

Are you Our Lady of Cedars Church Member? \_\_\_\_\_

If no, what church are you a member of? \_\_\_\_\_

### ***First Choice***

### ***Second Choice***

Wedding Date: \_\_\_\_\_

\_\_\_\_\_

Starting Time: \_\_\_\_\_

\_\_\_\_\_

Approximate Number of Guests: \_\_\_\_\_

If you wish to have permission to ask for an outside minister, please fill the following:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Church Affiliation: \_\_\_\_\_

## SCHEDULE OF WEDDING FEES

ITEM	MEMBER	NON-MEMBER
Wedding Ceremony & Rehearsal	\$900	\$1,600
Minimum honorarium (donation) for Clergy	\$300	
Choir	\$300	\$400
Lobby Reception Hall (rental of space only)	\$1,500	\$2,000
Main Reception Hall	\$5,000	\$6,500
Overtime rate (one-time fee added to weddings booked after 6 PM)	\$600	\$600

### Fees include:

- ♥ Wedding Preparation Classes for members
- ♥ Wedding Coordinator for ceremony
- ♥ Sound Equipment and Sound Engineer
- ♥ Building and Supply Maintenance
- ♥ Set up, tear down and cleanup crew (for Main Reception Hall only)
- ♥ Tables, chairs and white linens on tables (for Main Reception Hall only)

### ADDITIONAL OPTIONS:

Please see **Wedding Coordinator** for additional options below

- ♥ Programs
- ♥ Favors
- ♥ Flowers
- ♥ Photographer
- ♥ Videographer
- ♥ Reception Coordinator

Wedding fees are payable to Our Lady of the Cedars Church. Payment in full is required to hold the date.

Additional Needs:


## **WEDDING/RECEPTION POLICIES**

1. NO SMOKING will be allowed within the church building at rehearsal or wedding.
2. All couples marrying in Our Lady of Mt. Lebanon-St. Peter Cathedral are required to have Pastoral counseling. Number of sessions will be at the discretion of the Counselor.
3. All members in the immediate wedding party should attend rehearsal. Encourage everyone to be prompt.
4. The sanctuary will be open 1 ½ hours before the wedding and 1 hour after the wedding. Please contact the Wedding Coordinator should you need additional time.
5. No tape (Scotch or masking), staples, thumbtacks, etc. may be used on church walls or pews.
6. No flower petals or rice permitted in or outside the church. Silk flower petals only permitted.
7. The church is not responsible for lost or stolen items.
8. Wedding decorations must be removed at the end of the reception. OUR LADY OF MT. LEBANON-ST. PETER CATHEDRAL is not responsible for any decorations not removed.
9. All contracts from photographer, florist and musicians must be turned in one month prior to the wedding date.

### **Policy Agreement:**

- ❖ We understand the policies concerning weddings held at Our Lady of the Cedars Church. We agree to follow these policies as stated herein and will do our utmost to see that members of our wedding party understand and follow these policies.
- ❖ We are enclosing with the return of this application the full payment of the wedding fee.
- ❖ We understand that nothing is officially on the church calendar until this form and fees are returned to the Wedding Director at which times and dates are confirmed.
- ❖ We understand it is our responsibility to contact the officiating Pastor and make our appointments for pre-marital counseling.

Please sign that you have read and agree upon these conditions.

Bride: \_\_\_\_\_ Groom: \_\_\_\_\_

## POLICY CONCERNING THE FLORIST

All Florists offering their services for a wedding at Our Lady of Mt. Lebanon-St. Peter Cathedral are required to have this signed statement on file with the wedding Coordinator indicating they have received and read these special guidelines for a florist and agree to abide by these stated policies.

Please return this signed form to the Wedding Coordinator.

### Answers to FAQ's

1. The florists will have access for decorating 2 ½ hours prior to the wedding. If additional time is needed, please contact the Wedding Coordinator.
2. Church candelabra may not be taken from the premises to be decorated.
3. Candles must be dripless or drip catchers must be used. If non-dripless candles are used and damage occurs, the bride and groom will be billed.
4. Candles may be white or colored, 10-12" high.
5. The use of rice, confetti, red rose petals, etc. is prohibited on church property. White rose petals or silk petals are permitted during bridal procession only. Birdseed and bubbles are permitted outside only.
6. In an aisle runner is to be used, it is the responsibility of the florist or bride and groom to furnish, lay, and remove. See the Wedding Coordinator for details.
7. Church furnishings **may not be moved** without the consent of the Wedding Coordinator.

Please sign that you have read and agree upon these conditions.

Bride: \_\_\_\_\_ Groom: \_\_\_\_\_

Florist: \_\_\_\_\_ Phone: \_\_\_\_\_

## **POLICY CONCERNING THE PHOTOGRAPHER**

The following will answer most questions asked by the professional photographer. Any other questions the photographer may have should be directed to the Wedding Coordinator.

Please return this signed form to the Wedding Coordinator.

1. The photographer may take as many pictures BEFORE the ceremony as needed. If it is necessary to begin pictures any earlier than 1 ½ hours prior to the ceremony, please schedule with the Wedding Coordinator.
2. The photographer may take flash pictures of:
  - ⇒ The parents being seated
  - ⇒ The entrance of the bridal party
  - ⇒ The giving away of the bride
  - ⇒ The lighting of the unity candle
  - ⇒ The kiss
  - ⇒ The couple coming down the aisle

However, NO FLASH PICTURES may be taken during the ceremony itself. Timed exposures may be taken during this time. Video cameras are welcome.

3. The photographer/videographer should be as unobtrusive as possible and he/she should be dressed appropriately for the wedding. No photography on the platform with limited movement during the ceremony.
4. Please remember that you have guests waiting for you after the ceremony so limit the time allotted for post-wedding pictures. Plan with your photographer what poses are desired and have all members of your family and wedding party return to the ceremony site immediately following the ceremony.

Please sign that you have read and agree upon these conditions.

Bride: \_\_\_\_\_ Groom: \_\_\_\_\_

Florist: \_\_\_\_\_ Phone: \_\_\_\_\_