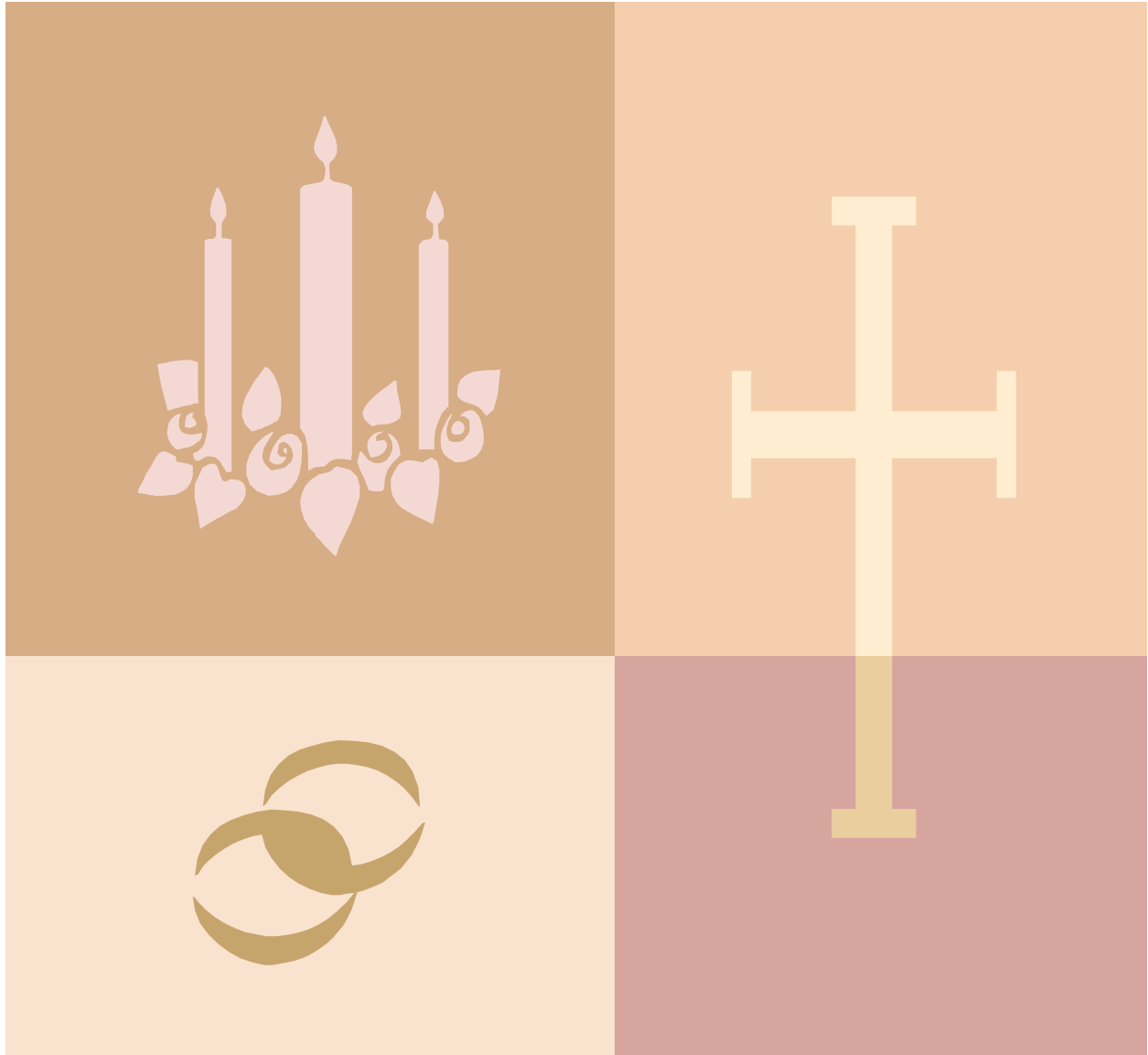


WEDDING INSTRUCTIONS 2014



VINJE LUTHERAN CHURCH

**1101 WILLMAR AVE SW
WILLMAR MN 56201
(320) 235-1441—PHONE
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E-mail: vinje@vinjchurch.com
Web Site: www.vinjchurch.com**

Vinje Lutheran Church Wedding Manual

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*“Bless them so that their lives together
may bear witness to your love.”*

- From the Wedding Service in the Evangelical Lutheran Worship hymnal

Congratulations!

We celebrate with you in your plans for marriage. God delights in the joys that we are privileged to share in this life journey. The marriage covenant between two people is one of the very best joys.

A wedding is a worship of God who calls two people together in marriage. In the wedding service, God’s people come together to give thanks for God’s goodness and to ask God’s blessing on your union.

We have prepared this manual to help you plan for your wedding at Vinje. The information will answer many questions in regard to the service, Vinje's facility, pre-marital counseling, music policy and planning and fees. It is our hope to support your plans and to provide guidance in the preparations for the Marriage Service.

Please spend some time reading through this manual and then make an appointment with one of Vinje's pastors so that we can begin our preparation together.

Blessings to you,

Jeffrey M. Engholm, Pastor

Chad Peterson, Pastor

Mary Hovland, Pastor

Important Names and Dates

Wedding Date and Time: _____

Rehearsal Date and Time: _____

- Jeffrey M. Engholm 235-1441 pastorengholm@vinjchurch.com
- Pastor Chad Peterson 235-1441 pastorpeterson@vinjchurch.com
- Pastor Mary Hovland 235-1441 pastorhovland@vinjchurch.com

Appointment #1: _____

Appointment #2: _____

Appointment #3: _____

Marriage Preparation Retreat Date: _____

Wedding Coordinator. Once the wedding coordinator is assigned by Vinje, it is advised for the couple and the coordinator to be in communication.

- Lyn Bakker 212-9732 lynbakker@yahoo.com
- Jan Dahl 212-2285 j.dahl25@gmail.com
- Candy Smith 235-8045 crsmith064@charter.net

Appointment: _____

Director of Music and Worship, John Jahr 235-1441 jjahr@vinjchurch.com

Wedding couple contacts director of Music as soon as wedding is confirmed with a pastor.

Appointment #1: _____

Appointment #2: _____

COUPLES' CHECKLIST (in matters pertaining to the church)

- _____ Has this book been carefully studied?
- _____ Has the Pastor been contacted?
- _____ Has the church been reserved with definite date and time?
- _____ Has the rehearsal date been set?
- _____ Has the wedding coordinator been contacted and all arrangements been made?
- _____ Has the entire party (parents included) been notified to be at rehearsal?
- _____ Has the Vinje's Director of Worship & Music been secured for the wedding and rehearsal?
- _____ Has the music for the organ, soloist and/or congregational hymns been agreed upon?
- _____ Have the counseling sessions been arranged with the Pastor?
- _____ Have all the necessary fees been paid? (One week before wedding)
- _____ Are the license and the wedding program at the church office?
(One week before wedding)
- _____ Has the florist been arranged for and a time set to decorate?
- _____ Has the photographer been secured and arrangements for pictures made?

Blessings!

Kandiyohi County Recorder
Vital Statistics
400 Benson Avenue
PO Box 736
Willmar MN 56201
Phone 320-231-6532

There is a five day period from the day you apply for the marriage license until the day you receive it.

A Minnesota marriage license is valid for six months.

A Minnesota marriage license can be purchased from any county in the state and used in any other county in the state.

The Marriage license fee is reduced for couples who complete a pre-marital education class of at least 12 hours.

Wedding Procedures and Policies

Making wedding plans can be very exciting. Planning carefully and well in advance is the best way to ensure that your wedding arrangements are not a burden but a joy. First and foremost, a **Christian wedding is a service of worship**. To clearly express this in all weddings, Vinje has established the following procedures to guide you in your plans:

- 1) Contact the church office and speak to one of the pastors (235-1441) to schedule your wedding. The wedding is not officially scheduled until you have confirmed a date with one of the pastors.
- 2) One of Vinje's pastors will direct and officiate at all weddings at Vinje, although visiting clergy are welcome to take part in the ceremony.
- 3) Vinje's Director of Music and Worship will play and coordinate music for all weddings at Vinje. If a guest musician is invited, the couple should speak to the presiding pastor and Vinje's Director of Worship & Music for approval. Please note that it is **not** appropriate for a former organist of Vinje to play for any weddings at Vinje. The wedding party should contact the Director of Music immediately following the confirmation of the wedding date with the pastor. Music and service plans for the wedding service will be reviewed with the presiding pastor and music director.
- 4) A wedding coordinator will be assigned to each wedding. The wedding coordinator will help you complete the Vinje Wedding Coordination Guide included with this manual. The coordinator will make arrangements for items supplied by Vinje and communicate with the custodian. The wedding coordinator will also discuss the cost of services and facilities with the wedding party. Please contact the wedding coordinator shortly after the first meeting with the pastor. The wedding coordinator will serve you in following ways:
 - a. Three to four months before the wedding, the coordinator will meet with you to work through the Vinje Wedding Coordination Guide. They will assist you in arrangements for the wedding at Vinje and the kinds of decorations and supplies that Vinje offers. The wedding coordinator will not be responsible for decorations, planning, or for putting up or taking down of decorations. A follow-up meeting will be scheduled closer to your wedding date. You may also be in contact with the coordinator by phone/e-mail at any time.
 - b. At the wedding rehearsal, the coordinator will assist the pastor in the rehearsal coordinating the details of procession, ushering of guests and last minute questions.
- 5) Each couple will meet with the pastor at least three times. Also, each couple is expected to participate in premarital planning or to complete comparable work with the pastor.
- 6) Rehearsals are directed by the pastor or other designated staff person. All members of the wedding party should plan to attend the rehearsal. It is important that rehearsals begin at the scheduled time.
- 7) You must bring your marriage license and a copy of the wedding bulletin to the church office at least one week prior to the wedding. Also, give a copy of the wedding bulletin to your wedding coordinator. Payment for the wedding must be made one week prior to the wedding.
- 8) Printed programs may be used, but the Vinje church office is not equipped to produce them. The pastor will be happy to advise you on the content and order of the service. Coordinators have samples of programs used in the past.

- 9) Rice or birdseed shall not be used in or on the church premises. No bubbles inside church building.
- 10) **No alcoholic beverages will be permitted on the church premises.** There should be no alcoholic beverages used before or during the rehearsal, prior to or during the wedding, at the reception or on church property. Please ask your attendants and ushers to refrain from drinking alcohol before the rehearsal and ceremony. The pastor reserves the right to refuse to participate in the ceremony if this rule is ignored. According to MN State law, pastors cannot legally perform a wedding in which the bride or groom are intoxicated.
- 11) **There is to be no smoking** in any room of the church building.
- 12) The pastor reserves the right to refuse to perform a marriage if during the course of pre-marital preparation it is deemed necessary.
- 13) **Decorations:** Floral decorations must be provided by the couple. Flowers may be placed on flower stands.
- 14) **Chancel paraments** will typically remain in accordance with the season of the church year.
- 15) **Ushers:** It is best to have three to four ushers to seat guests.
- 16) **Receptions:** You are encouraged to schedule your reception at a facility other than Vinje. If you are a Vinje member and you wish to use the church facilities for your reception, you should request this as soon as possible. Any wedding reception at Vinje must be catered by a professional catering service, by family members, or by friends who are qualified to provide such service, which includes dishwashing and clean-up.
- 17) **Bridal Showers/Rehearsal Dinners:** There will be an additional cost for use of church. Your wedding coordinator will go over this.
- 18) If you wish to invite the pastor or other church staff to the rehearsal dinner or reception, please do so by written invitation, so the pastor and any others invited may make plans to attend when possible.

ADDITIONAL INFORMATION

DRESSING ROOMS

Dressing rooms are located in the church facility. The **Bride's Room** is located in **Room 102 and Theater**, located on the West hall. The **Groom's Room** is **Room 412** on South Hall of the building (see map attached on the back page).

FLORIST INSTRUCTIONS

Flower stands are available for bouquets on either side of the altar.

Rental plants and stands must be picked up within 48 hours following the wedding.

Wedding and Reception Fees Use of Facilities and Service Costs

Reception if held at Vinje (payable to Vinje)	\$ 200.00	_____
Bridal Shower/Rehearsal Dinner (non refundable payable upon making reservation)	\$ 50.00	_____
Custodial Use Fee (payable to church custodian)	\$ 150.00	_____
Director of Worship & Music (payable to Director of Worship & Music)	\$200.00	_____
Wedding Coordinator (payable to coordinator)	\$ 75.00	_____
Audio/Visual Operator	\$ 50.00	_____
Vocalist/Instrumentalist (a personal gift is appropriate for close friends and family)	\$50.00-\$100.00	_____
Pastors gratuity	\$200.00	_____
TOTAL for all fees:		_____

The Church Office will accept payment for all of the above. Payments must be made one week prior to the wedding.

Music for Weddings
A GUIDE FOR WEDDING COUPLES AND MUSICIANS
John Jahr, Director of Worship and Music Ministries/Organist
235-1441

The Director of Worship and Music Ministries for Vinje Lutheran Church is a full-time church musician with the qualifications and experience to help you plan your wedding music. Music selections are available for vocalists, instrumentalists and organists, along with many creative ideas and possibilities.

RESPONSIBILITIES OF ORGANIST:

- ◆ Meet with couple to plan music and the order of the wedding service
- ◆ Suggest processional and recessional music
- ◆ Prepare 10-20 minutes of prelude music
- ◆ Prepare 10-20 minutes of postlude music
- ◆ Accompany vocalists and instrumentalists
- ◆ Attend rehearsal, if possible

Regarding Guest Organists:

Other organists (a friend or relative of the couple) may play Vinje's organ with Music Director's approval. It is **not** appropriate, however, for a former organist/music director of Vinje Church to play for weddings at Vinje. The Music Director will assist the couple in securing another organist if he is not available to play.

RESPONSIBILITIES OF THE COUPLE:

- ◆ Make arrangements to meet with the Director of Worship and Music to discuss their music plans for the wedding ceremony.
- ◆ Communicate with the vocalists and instrumentalists as plans progress. Provide them with the organist's phone number so that they may contact him to make arrangements for rehearsals.
- ◆ Share the following information with vocalists and instrumentalists so that they may know their responsibilities as well.

RESPONSIBILITIES OF VOCALISTS AND INSTRUMENTALISTS:

- ◆ Select music in consultation with wedding couple and organist/accompanist
- ◆ Purchase and rehearse music including an **original** piece of music for the organist/accompanist. Photocopies are **not** acceptable.
- ◆ 2 or 3 selections are normal, sometimes more.
- ◆ Participate with the congregational music.
- ◆ Arrange to rehearse with the organist/accompanist prior to the wedding day (not at the same time as the wedding rehearsal).

MUSIC FOR YOUR WEDDING SERVICE

Your wedding music reflects a worship service of praise, devotion, and commitment. The church wedding is a sacred time blessed by God, adorned with His Son's love, and made holy through the presence of his Holy Spirit. The music that is chosen for the wedding service should reflect this atmosphere of worship.

SUGGESTED WEDDING HYMNS FOR THE CONGREGATION

ELW = Evangelical Lutheran Worship

All Creatures of Our God and King	ELW 835
Beautiful Savior	ELW 838
Blest Be the Ties that Binds	ELW 656
For the Beauty of the Earth	ELW 879
Hear Us Now, Our God and Father	ELW 585
Holy, Holy, Holy	ELW 473
I Was There to Hear Your Borne Cry	ELW 732
Joyful, Joyful We Adore Thee	ELW 836
Let All Things Now Living	ELW 881
Lord of All Hopefulness	ELW 765
Love Divine, All Loves Excelling	ELW 631
Now Thank We All Our God	ELW 840
O God, Our Help In Ages Past	ELW 632
Praise and Thanksgiving	ELW 689
Praise to the Lord, the Almighty	ELW 858
The Church's One Foundation	ELW 654
The King of Love My Shepard Is	ELW 502
This Is a Day, Lord, Gladly Awaited	ELW 586

Marriage

Evangelical Lutheran Worship, pp. 286-291 in the pew edition

PRE-SERVICE MUSIC Begins 15-20 minutes before the ceremony.
The Organist will select and play organ music.
It is possible to include some vocal music.

GATHERING

Entrance/Procession 1 or 2 selections (An Entrance Hymn may be sung instead)

Apostolic Greeting

Declaration of Intention

The pastor addresses the couple in these or similar words, asking each person in turn:

(Name) _____, will you have (name) _____ to be your wife/husband, to live together in the covenant of marriage? Will you love her/him, comfort her/him, honor and keep her/him, in sickness and health, and, forsaking all others, be faithful to her/him as long as you both shall live?

Response: I will.

The pastor may address the congregation assembled in these or similar words:

Will all of you, by God's grace, uphold and care for (name) _____ and (name) _____ in their life together? **Response: We will.**

(Musical Option – a hymn of praise can be sung by the congregation at this point)

Prayer of the Day

The pastor leads the following or another prayer of the day.

Let us pray. Gracious God, you sent your Son Jesus Christ into the world to reveal your love to all people. Enrich _____ and _____ with every good gift, that their life together may show forth your love; and grant that at the last we may all celebrate with Christ the marriage feast that has no end; in the name of Jesus Christ our Lord.

Amen.

WORD

Scripture Readings

Two or three scripture readings are read. See page 15 for suggested Scripture readings.

(Musical Option – a musical selection could be sung or played at this point.

One that is based on a passage of scripture would be particularly appropriate here.

Meditation

(Musical Option – a musical selection could be sung or played or the congregation could sing a hymn.)

MARRIAGE

Vows

The couple may join hands. Each promises faithfulness to the other in these or similar words. See page 16 for additional wordings for the vows.

I take you, _____, to be my wife/husband from this day forward, to join with you and share all that is to come, and I promise to be faithful to you until death parts us.

OR

In the presence of God and this community, I, _____, take you, _____ to be my wife/husband; to have and to hold from this day forward, in joy and in sorrow, in plenty and in want, in sickness and in health, to love and to cherish, as long as we both shall live. This is my solemn vow.

Giving of Rings

The couple may exchange rings with these or similar words.

_____, I give you this ring as a sign of my love and faithfulness. **OR**

_____, I give you this ring as a symbol of my vow. With all that I am, and all that I have, I honor you, in the name of the Father, and of the Son, and of the Holy Spirit.

Acclamation

The pastor addresses the congregation.

_____ and _____, by their promises before God and in the presence of this assembly, have joined themselves to one another as husband and wife. Those whom God has joined together let no one separate.

Response: *Amen. Thanks be to God.*

The congregation may offer acclamation with applause.

Other symbols of marriage may be given or used at this time –

Unity Candle, Greeting of Parents, for example

(Musical Option – If needed, there could be a brief musical selection at this point)

Marriage Blessing

Most gracious God, we give you thanks for your tender love in sending Jesus Christ to come among us, to be born of a human mother, and to endure the cross for our sake, that we may have abundance of life.

By the power of your Holy Spirit pour out the abundance of your blessing on _____ and _____. Defend them from every enemy. Lead them into all peace. Let your love be a seal upon their hearts, a mantle about their shoulders, and a crown upon their foreheads. Bless them so that their lives together may bear witness to your love. Bless them in their work and in their companionship; in their sleeping and in their waking; in their joys and in their sorrows; in their life and in their death.

Finally, in your mercy, bring them to the table where your saints feast forever in your heavenly home, through Jesus Christ our Lord, who lives and reigns with you and the Holy Spirit, one God, now and forever.

Amen.

Parents or others may speak additional words of blessing and encouragement at this time.

Prayers of Intercession

The congregation stands. Prayers of intercession for the world and its needs may be prayed.

Each petition may end:

Gracious and faithful God,

Response: *Hear our prayer.*

The Lord's Prayer is prayed by everyone.

SENDING

Peace

If it has not been included earlier in the service, the greeting of peace may be shared.

The peace of Christ be with you always. **Response:** *And also with you.*

The couple may greet one another with the kiss of peace. All present may greet one another with a gesture of peace, and may say "Peace be with you" or similar words.

Blessing

The pastor proclaims God's blessing in these or similar words.

The blessed and holy Trinity make you strong in faith and love, defend you on every side, and guide you in truth and peace, now and forever. Amen.

God Almighty send you light and truth to keep you all the days of your life. The hand of God protect you; the holy angels accompany you; and the blessing of almighty God, the Father, the Son, and the Holy Spirit, be with you now and forever. Amen.

Dismissal

Go in peace. Serve the Lord. **Response:** *Thanks be to God.*

Recessional

Postlude

(Music will continue as worshippers are dismissed.)

SCRIPTURE SELECTIONS FOR YOUR WEDDING SERVICE

The following passages are appropriate choices –

OLD TESTAMENT

Genesis 1:26-28 *Woman and man created in the image of God*

Genesis 2:18-24 *Companionship rather than loneliness*

Proverbs 3:3-6 *Loyalty and faithfulness written on the heart*

Song of Solomon 2:10-13 *The voice of the beloved*

Song of Solomon 8:6-7 *Many waters cannot quench love*

Isaiah 63:7-9 *God's steadfast love lifts up the people*

Jeremiah 31:31-34 *The new covenant of the people of God*

PSALM

67 *May God be merciful to us and bless us*

100 *We are God's people and the sheep of God's pasture*

117 *The steadfast love of the Lord*

121 *The Lord keeps watch over you*

127 *Unless the Lord builds the house*

128 *Blessed are those who walk in the Lord's ways*

150 *Let everything that breathes praise the Lord*

NEW TESTAMENT

Romans 8:31-35, 37-39 *If God is for us, who is against us*

Romans 12:1-2, 9-18 *A living sacrifice and genuine love*

1 Corinthians 12:31 – 13:13 *The greatest gift is love*

Ephesians 3:14-19 *The breadth, length, height and depth of Christ's love*

Ephesians 5:1-2, 21-33 *Walk in love, as Christ loved us*

Philippians 4:4-9 *Rejoice in the Lord always*

Colossians 3:12-17 *Clothed in compassion, kindness, meekness and patience*

1 John 3:18-24 *Let us love in truth and action*

1 John 4:7-16 *Let us love one another for love is of God*

GOSPEL

Matthew 5:1-10 *The beatitudes*

Matthew 5:14-16 *You are the light, let your light shine*

Matthew 7:21, 24-29 *A wise person builds upon the rock*

Matthew 19:3-6 *What God has united must not be divided*

Matthew 22:35-40 *Love, the greatest commandment*

Mark 10:6-9 *They are no longer two but one*

John 2:1-11 *The wedding at Cana*

John 15:9-17 *Love one another as I have loved you*

Vows

#1: I take you, _____, to be my wife/husband from this day forward,
to join with you and share all that is to come,
and I promise to be faithful to you until death parts us.

SUGGESTED ALTERNATE VOWS:

#2: In the presence of God and this community,
I, _____, take you, _____, to be my wife/husband;
to have and to hold from this day forward,
in joy and in sorrow, in plenty and in want, in sickness and in health,
to love and to cherish, as long as we both shall live.
This is my solemn vow.

#3 _____, I take you to be my wife/husband from this time onward,
to join with you and to share all that is to come,
to give and to receive, to speak and to listen,
to inspire and to respond, and in all circumstances of our
life together to be loyal to you with my whole life and with
all my being.

#4 I take you, _____, to be my wife/husband.
I promise before God and these witnesses
to be your faithful husband/wife,
to share with you in plenty and in want,
in joy and in sorrow, in sickness and in health,
to forgive and strengthen you and to join with you
so that together we may serve God and others
as long as we both shall live.

#5 I take you, _____, to be my wife/husband,
and these things I promise you:
I will be faithful to you and honest with you;
I will respect, trust, help, and care for you;
I will share my life with you;
I will forgive you as we have been forgiven;
and I will try with you to better understand ourselves;
and work, and God; through the best and the worst of what
is to come as long as we live.

Vinje Wedding Coordination Guide

General Information

Name of Couple: _____
Wedding Date: _____ Time: _____
Pastor: _____ Phone: _____ 320-235-1441
Wedding Coordinator: _____ Phone: _____ E-Mail: _____
First App't Date/Time: _____ Second App't Date/Time: _____
Bride's Phone: (h) _____ (w) _____ E-Mail: _____
Address: _____
Groom's Phone: (h) _____ (w) _____ E-Mail: _____
Address: _____
Bride's Parents' Names: _____ Phone: _____
Groom's Parents' Names: _____ Phone: _____
Number of Guests (typically, attendance equals number of envelopes sent): _____
Wedding Colors: _____

Church Supplies/Services Available

CD recording (provided by Vinje): yes no
Aisle Candles (12 available) yes no How many? _____
Location: _____
Candleabras by Florist: yes no (Please use plastic for drippings)
Palms (available to put behind altar) yes no How many? 2 4
Unity Candle: yes no Unity candle supplied by wedding party.
Vinje supplies side candles.
Guest Book: yes no Podium Rectangular Table
Gift Table: yes no Gathering Area
Note: Gifts and cards should be taken to a car or secure room during ceremony.
Altar Parament: Seasonal Color White
Grand Piano: yes no _____
Microphones: # by grand piano: _____; # in balcony: _____;
One at podium for reader: yes no
Food for Wedding Party (supplied by family): yes no Room 102

Times for Events Preceding Service

Date/Time for Decorating: Family _____ Florist _____
Rehearsal Date and Time: _____
Rehearsal Dinner Place: _____
Pictures: Time _____ Photographer _____
Arrival Time to Dress for Pictures: _____ Person Pinning on Flowers: _____
Dressing in rooms _____ (ladies) and _____ (gentlemen).

Service/Participants

Video taping? yes no Who will be doing it? _____

Organist: _____

Soloist(s): _____

Instrumentalist(s): _____

Reader: _____

Wedding host/hostess: _____

Notes: _____

Guest Book Attendant(s): _____

Notes: _____

Gift Table Attendant(s): _____

Notes: _____

Reception to be at church? yes no If yes, who will cater? _____

If no, where? _____

Reception host/hostess: _____

Notes: _____

Wedding Party:

Maid of Honor: _____

Bridesmaids: How many? ____ Names: _____

Best Man: _____

Groomsmen: How many? ____ Names: _____

Personal Attendant: _____ Other attendant(s): _____

Flower Girl(s): Name(s) _____ Age(s): _____

Ring Bearer(s): Name(s) _____ Age(s): _____

Ushers: How many? _____ Names: _____

Procession Options: Couples from back Men meet women at middle Men meet women at front

Other: _____

Bride Escorted by: _____

Special Guests to be ushered in: Bride's parent(s): _____

Groom's parent(s): _____

Bride's grandparents: _____

Groom's grandparents: _____

Bride's great-grandparents: _____

Groom's great-grandparents: _____

Others: _____

Other Considerations

Programs: yes no Who will distribute? _____

Candles: Torche and aisle candles lit by custodian

Candleabras: Time _____ Lit by whom? _____

Unity side candles: Time: _____ Lit by whom? _____

Roses at unity candle: yes no Note: _____

Flower(s) on altar in memory/honor of: _____(include in program)

Rings: yes no Best Man to carry? yes no Note: _____

Gathering ushered out by: Ushers Bride and Groom

Receiving Line: yes no If yes, In entryway At place of reception

Bubbles or petals outside for sending? yes no

Special Notes

Wedding party: Be sure to put clothes/valuables in car before ceremony.

Bring wedding license, 3 copies of program, and payment of wedding fees (payable to appropriate person) to church one week prior to wedding day.

Be sure ample time is left between picture taking and beginning of ceremony... we suggest at least 45 minutes.

Determine who will clean-up following the ceremony(check sanctuary, dressing rooms, kitchen): _____

Who will bring gifts and cards to reception? _____

Who will bring flowers to reception? _____

Who will bring guest book/picture to reception? _____

If having reserved seating, determine how many rows and who will sit there. Inform those people and the ushers.

Rows will be marked.

Will any special accommodations be needed -- wheelchairs, etc.?

Readers should sit where they have easy access to the podium and should practice reading with the microphone prior to the service.

If you are having a receiving line, determine order in which the participants will stand.

Mother-of-the bride (as well as the bride) may wish to have a personal attendant.

Who will be responsible for ensuring that persons to be photographed are in the right place at the right time?

(You might try producing a picture schedule!)

Suggest a weekend schedule be given to all wedding participants.

