

# Emory University Cannon Chapel Wedding Guidelines



EMORY



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## Message from the Emory University Office of Spiritual and Religious Life

Congratulations on your decision to be married. We share your joy, and we know that the coming weeks of planning and preparation will be filled with excitement.

We are honored that you are considering holding your wedding ceremony at Emory's Cannon Chapel. Cannon Chapel is an active place of spiritual life, formation, and gathering for the whole Emory University community. We welcome couples to enter into the ebb and flow of our university community life to celebrate their wedding vows.

As you engage in planning, please keep in mind that our scheduling process, guidelines, and suggestions are designed to help you have the celebration you seek while ensuring that the university's scheduled spiritual life programming can continue as planned.

We hope that your wedding will be one of the happiest moments of your life, and our staff is prepared to provide coordination and hospitable assistance in order to help you make this an event that you and your loved ones will remember with deep satisfaction.

We wish you great love, joy, and blessings as you prepare for your new life together. Our community celebrates with you as you prepare to celebrate your loving covenant.

With best wishes,

The Emory University Office of Spiritual and Religious Life

## **GENERAL INFORMATION AND GUIDELINES**

In the excitement of planning a wedding, many questions arise. These pages outline Cannon Chapel's practices and guidelines for weddings and receptions. Please read this material carefully and note questions about any items listed. With any questions, please feel free to contact the Site Coordinator Sara McKlin (404-727-6325 or [sara.mcklin@emory.edu](mailto:sara.mcklin@emory.edu)). We are here to help you with your planning.

### **THE FIRST STEP: SCHEDULING**

Scheduling a wedding begins with a call or email to Sara McKlin (contact info above). She will discuss the dates you have in mind for your wedding, explain how to reserve the date on the chapel calendar, review the required fees, and/or arrange an in-person meeting. You will need to request a ceremony date and time by completing the online space request form found at [www.tinyurl.com/cannon-space](http://www.tinyurl.com/cannon-space). Your request will be reviewed and final approval will be granted by the University Chaplain.

### **WEDDING ELIGIBILITY AND DATES**

To be eligible for a reservation, at least one of the parties must be an Emory faculty member, staff member, student, alum, or an active member of one of the Emory University worshipping communities at Cannon Chapel. Wedding dates can be reserved up to one year in advance.

Weddings are customarily performed on Friday evenings or any time on Saturdays. Other requests will be considered on an individual basis. For a variety of reasons, we do not host weddings on: New Year's Eve or Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve or Day, or during Christian Holy Week and other religious sacred times. Weddings during the Advent/Christmas season must be scheduled around a number of special services that are always held during that season. The Advent/Christmas decorations in the sanctuary must stay in place.

### **OFFICIANTS**

The chaplains in the Emory University Office of Spiritual and Religious Life may be asked to serve as officiants for a standard honorarium. Other officiants may be approved by the University Chaplain. All officiants must be ordained and recognized by their denominations or faith traditions. It is the responsibility of the marriage party to request and seek approval for an appropriate officiant.

When guest clergy are the sole officiant at a wedding, they are expected to honor the Cannon Chapel wedding guidelines. We ask that all wedding officiants send the Cannon Chapel Site Coordinator a copy of the service they intend to use. As with any service in Cannon Chapel, the University Chaplain is ultimately responsible for determining the appropriateness of all arrangements and the details.

### **MUSICIANS**

The Emory University Organist must be used for all ceremonies when organ music is desired. An alternate organist may be used upon approval by the Emory University Organist. The couple is responsible for initially contacting the University Organist to schedule the date. Please notify the Site Coordinator of your organist selection. Payment for the organist fees should be coordinated directly between the organist and wedding party. Use of the sanctuary piano is included in the reservation fee.

### **AV SERVICES**

AV equipment is available upon request, such as for slideshows or videotaping. All media equipment in Cannon Chapel must be approved and coordinated in advance through the Site Coordinator. An outside AV contractor may be suggested for your event. Payment for AV services should be

coordinated directly between the AV contractor and the wedding party.

## **FLOWERS**

Flowers must be coordinated in advance through the Site Coordinator. Your florist of choice must be in consultation with the Site Coordinator regarding delivery, placement, and removal of arrangements. A representative of the wedding party must be at Cannon Chapel to receive the florist.

## **CANDLES**

The sanctuary candles may be used for your ceremony, but they must be extinguished immediately following the ceremony. Other candles are allowed in the sanctuary, but they must be kept in candleholders. A fabric cloth must be placed underneath all candles.

## **DECORATIONS**

Decorations may be used in the sanctuary and Brooks Commons but must not cause damage or leave residue on any surface. All decorations must be removed by the end of the event by someone representing the wedding party.

## **SANCTUARY ACCESS**

The sanctuary is available three (3) hours before your wedding. If your florist or photographer needs access to the building at other times, please make arrangements with the Site Coordinator. Event activities in the sanctuary must be finished within an hour after the ceremony ends. Please remove all decorations from the sanctuary and the premises.

## **DRESSING ROOMS**

The choir and work rooms behind the sanctuary can serve as dressing rooms for the wedding party. There are two full-length mirrors in the sacristy, which is located between choir room and work room. Classroom 314, located on the hallway beside the sanctuary, may be reserved as an additional dressing room.

## **RECEPTION SPACE**

Brooks Commons may be reserved for wedding receptions. Furniture may not be removed from Brooks Commons. The regular room layout seats 50 people at existing tables. With additional rented tables and chairs, the room can seat up to a maximum 120 people. A standing reception will accommodate 200-250 people. The wedding party is responsible for making arrangements for the delivery and setup of additional tables and chairs by an outside vendor. A representative of the wedding party must greet the vendor at set-up and stay until all rental equipment is removed by the vendor. Please provide the delivery schedule to the Cannon Chapel Site Coordinator. The delivery and pickup of tables and chairs must take place on the wedding day. Setup for the wedding must take place within the 3-hour window prior to the service. Takedown from the wedding reception must take place within 1 hour following the end of the event.

A grand piano is available as well as a sound system (AV technician services required, at an additional fee). The patio doors may be unlocked to allow for the reception to flow onto the patio area.

## **SMOKING AND ALCOHOL**

All Emory University buildings and grounds are smoke-free. Please be advised that no alcohol is

allowed in Cannon Chapel, with the exception of sacramental wine. Please see that all members of your wedding party are aware of and abide by this policy. We reserve the right to prohibit anyone who is intoxicated from participating in the event.

## **ANIMALS**

No animals are allowed in the building with the exception of service animals.

## **FEES**

The fees for scheduling a wedding in Cannon Chapel are as follows:

<b>Item</b>	<b>Fee</b>
Officiant Honorarium	\$ TBD
Organist/Musician Fee	\$ TBD
Cannon Chapel Sanctuary Fee	\$825
Custodial Fee	\$156
Building Host Fee (staffing during event)	\$100
Optional items:	
Cathedral Setup* (facing east with central aisle)	\$275
Brooks Commons (reception space)	\$100

*\*Standard setup is available at no additional fee.*

The sanctuary reservation fee includes 2 hours rehearsal time to be scheduled with the Site Coordinator during the initial reservation confirmation. Additional fees may apply for AV needs, staffing during the event, and other services. A \$200 non-refundable deposit and signed Cannon Chapel Wedding Ceremony Agreement must be submitted prior to final confirmation. Full payment is due no less than 2 weeks prior to the wedding date.