



Wedding Guide



Dear Prospective Brides, Grooms, and Families:

We are delighted that you are interested in having your wedding at Big Canoe Chapel. In this packet you will find the wedding forms and information necessary to reserve the Chapel for your special occasion. Also included is a copy of the rules for weddings held in the Chapel. We ask that you please take time to read these carefully.

Please refer to the fee schedule for complete wedding costs. The fee for a wedding includes the use of our Chapel, the services of our Clergy, our Wedding Director, our Sound Technician, and our Maintenance Crew. A provision is made for a refund of the Damage Deposit assuming that only normal cleaning is necessary following the service.

When you call the Chapel Office and request a date for your wedding, we will hold that date for 15 days. The wedding date will be confirmed when we have received the Wedding Fee, the Damage Deposit, the Wedding Record form, and the signed Agreement.

At the time you request the reservation of your wedding date, you should contact the Chapel Office to schedule the first marriage counseling session with one of our Chaplains. This session should take place within four weeks of your reserving your wedding date.

Mrs. Joan Carroll is the Chapel's Wedding Director. There are no additional fees for her services. After reserving the Chapel for your wedding, please contact Mrs. Carroll and schedule a meeting with her to discuss your wedding plans. Her telephone number is 770-686-6183. At that meeting you will discuss your wedding plans and which chapel personnel will participate in your wedding. It's a time to ask questions and get answers.

If you have any questions, please let us know. Our telephone number is 470-273-6768. The Chapel Office is open from 8:00 a.m. until 4:00 p.m., Monday through Friday.

Sincerely,

Mary Donna Rodden

Mary Donna Rodden
Administrative Assistant

RULES FOR WEDDINGS IN THE BIG CANOE CHAPEL

We at Big Canoe Chapel recognize that all persons are created by God and are of infinite and sacred worth. We have the religious conviction, supported by God's Word, that Christian marriage is a covenant relationship established by God between one man and one woman.

Although it has its lovely social aspects, the Wedding is primarily a service of worship in which vows are taken, prayers are offered, and a blessing is given. You have requested that your wedding be conducted in the Chapel, which we consider to be God's Temple, at all times. In order that proper spirit of worship may be maintained and to facilitate arrangements for both you and the Chapel staff, the following rules and regulations are required by the Chapel Board of Trustees.

We ask that you do not ask for exceptions to the following rules and regulations. Neither the Wedding Director nor the Staff is authorized to modify/waive these rules.

- ___ 1. Contact our Administrative Assistant, Mary Donna Rodden (470-273-6768), to reserve a date for your wedding. Receipt of the Wedding Agreement, Wedding Record, Wedding Fee, and Damage Deposit by our office will complete your reservation.
- ___ 2. At the time that you send your paperwork and fee, please contact the Chapel office at 470-273-6768 to schedule your first counseling session. This meeting should occur within four weeks of your reserving your wedding date.
- ___ 3. One of our ministers may officiate. Or, with the approval of one of our ministers, guest ministers may conduct marriage ceremonies in the Chapel, as-long-as they are ordained Christian ministers. Please provide us with the name, church, address, and telephone number of your officiating minister on the Wedding Record form.
- ___ 4. All rehearsals and weddings will be directed by our Chapel Wedding Director. No outside assistance will be permitted. Contact our Wedding Director, within the next 10 days and arrange a time to meet with her to review these rules. (770-686-6183) You will initial each point after it is reviewed with her and agreed upon. You will also review which Chapel Personnel will participate in your wedding; the fees for the minister, organist/pianist and additional AV Technician should be paid 14 days prior to your rehearsal.
- ___ 5. The Chapel Wedding Director will serve as bridal consultant for the rehearsal and wedding without additional charge. Any other bridal consultants will be welcome to help the bridal party in dressing only.
- ___ 6. The music, including soloists, should be arranged by the bride or her family in consultation with our Wedding Director and Chapel Organist or Chapel Pianist. The music is to be suitable for a Christian wedding ceremony. No large choirs or orchestras which would require Chapel furnishings to be moved are allowed. Our Chapel Organist/Pianist has first rights as accompanist for your wedding. If he is unavailable, other approved instrumentalists may be used.
- ___ 7. Details of audio-visual requirements MUST be received FOURTEEN (14) DAYS prior to the rehearsal and is subject to review and approval by the Wedding Director and Technical Ministry Staff who provided the Audio-Visual Engineers. If an extra AV Technician is needed, that fee should be returned with the written request.

- ___ 8. All the music selected is subject to review and approval by the Wedding Director, the Clergy, and the A/V Engineer. All prerecorded music delivered such as: CDs, DVDs, Blu-ray, USB, thumb drives or even using **your iTunes** or **Spotify** account that uses the internet **MUST** be a MP3 format as a playback medium. All music or playback mediums with playback cues, must be received by the A/V Engineer FOURTEEN (14) days and received prior to the rehearsal. Note, the quality of recordings will be played on state-of-the-art audio equipment. The quality of the music will be dependent upon the characteristic of the recording or data file provided.
- ___ 9. Wedding rehearsals must be scheduled to begin by 5:00 to **END no later than 6:00 p.m.** The Chapel is reserved for your rehearsal for one hour. Please make certain that your wedding party arrives on time. The rehearsal must begin promptly at the scheduled time and must proceed in a quiet, dignified, and reverent manner. The members of the wedding party should remember that throughout the entire rehearsal they are in a holy place, dedicated to the worship of God. **No rehearsal or wedding will be conducted when any member of the wedding party is under the influence of alcohol.**
- ___ 10. Weddings must be scheduled to BEGIN no later than 6:00 p.m.
- ___ 11. The chancel furniture is not to be moved.
- ___ 12. When the florist is selected, please have the florist consult with the Wedding Director. Two small floral arrangements may be placed on stands on each side of the central table. One low arrangement may be placed on the table if it does not obscure the cross. Decorations shall not be attached to the furniture or to the woodwork of the Chapel by pins, nail, tapes, etc. Candles are provided by the Chapel for the altar candelabras. If our unity candle stand is used, you must provide these candles. If a Memory Candle is desired, it must be provided by the bride,
- ___ 13. No artificial platforms may be used, and no carpentry work may be performed at any location in the building.
- ___ 14. Smoking or vaping in the Chapel is strictly forbidden and the throwing of rice, confetti, birdseed and rose petals is prohibited. **NO alcoholic beverages are permitted on the premises.**
- ___ 15. The taking of pictures with flash during the wedding ceremony is prohibited. Pictures may be taken before the wedding, in the foyer as the wedding party exits after the wedding ceremony, or in the Chapel after the wedding. Videos may be taken only from a tripod out of sight in the wings or in the balcony. A video camera on a tripod may be placed out of sight on the altar, **BUT** no one may approach the camera during the ceremony.
- ___ 16. The Chapel has a lovely Bride's Room for the bride and her attendants to use for dressing. It should be cleared of **ALL** personal items including clothes bags, water bottles and food wrappers immediately after the wedding.
- ___ 17. Groomsmen may change in one of the Sunday school rooms, provided no Sunday school materials and/or equipment are moved, damaged or otherwise disturbed. The rooms must be left as found.

- ___ 18. Big Canoe Security must have a list of expected guests for both the wedding and the wedding rehearsal (if applicable) at the Front Gate. The list must be provided at least seven (7) days prior to the wedding. The list should be e-mailed to maingate@bigcanoepoa.org with a copy to our Wedding Director. The list must include the first and last names of the bride and groom and the location (Big Canoe Chapel), date and time for the wedding rehearsal, names of those attending the wedding rehearsal, date and time for the wedding, names of wedding guests, location and times for the wedding reception, and names of the vendors such as florists, caterer, photographer, etc. who will be attending any of these events. **Each driver must present a valid driver's license for entry to Big Canoe.**
- ___ 19. Please make certain that the florist, photographer, and videographer all receive copies of the guidelines governing their functions as it pertains to your wedding in the Chapel.
- ___ 20. Unattended children can be hurt seriously if allowed to run in the hallways or up and down stairs. Also, they may damage Chapel property and surrounding landscaping or disrupt your ceremony. If small children will be attending the wedding, please provide proper supervision for their safety.
- ___ 21. No pets of any kind are permitted on the grounds of the Chapel
- ___ 22. The Broyles Community Center is not to be used by the wedding party or guests except for use of restroom facilities on the top floor. This building may be in use for classes, meetings, or other Chapel events. A classroom on the lower level will be reserved for the groomsmen.
- ___ 23. The Chapel will reserve up to three hours for your pre-wedding set-up in the Chapel, and one-hour post-wedding, allowing ample time for pictures. We may in some cases schedule Chapel events on the same day of your wedding provided it does not interfere. Please bear this in mind as you plan your schedule and do not plan for excessively lengthy picture sessions. If you have any questions regarding possible conflicts, please be sure and check with us.
- ___ 24. It is very important that you provide a copy of these rules to everyone in your wedding party and to any friends or family members who are helping with your wedding.
- ___ 25. The Bride is responsible for a printed program and guest book if they are desired.
- ___ 26. The Chapel can provide a stand for the Guest Book.
- ___ 27. The Chapel does not provide space for the Wedding Reception.

We believe that the above rules are equitable to all members and are in the best interest of our Chapel, and we feel that no exceptions to these rules should be requested

Wedding Fees

Facility Rental fees: Due Upon Reservation

	<u>Member*</u>	<u>Non-member</u>
Fee for Chapel**	\$1,200.00	\$1,500.00
Minister's Fee	\$ 600.00	\$ 600.00
Refundable Damage Deposit***	\$ 250.00	\$ 250.00
Check due upon reservation	\$2,050.00	\$2,350.00

**To be considered a member, the bride or groom must be a member, child, or grandchild of a member. The member has joined the Chapel and committed their prayers, presence, gifts, and service to the Chapel for at least one year.*

**Member fees are extended to POA employees in good standing, who have been employed for one year at the time of their Wedding Reservation,*

***Fees for the Chapel include the minister's fee, marital counseling sessions, facility rental, normal clean-up, Wedding Director, and Sound Technician.*

****The actions of your florist, videographer, photographer, guests, wedding party, or anyone else associated with your wedding may prohibit the return of your deposit,*

Additional Fees – due in Chapel Office 14 days prior to the rehearsal

Organist:	\$300.00
Pianist:	\$300.00
Additional Technician:	\$150.00
(If desired to digital video record the ceremony)	

The Music Director, Dr. Sam Holmes (404-271-2106; holmes_samuel@hotmail.com), and the Wedding Director, Mrs. Joan Carroll (770-686-6183; joankyllonen1@yahoo.com), must be involved in determining appropriate music. Music selections must be submitted two weeks (14 days) prior to the wedding.

(These fees were approved by the Big Canoe Chapel Board of Trustee on January 16, 2023)



WEDDING RECORD

Wedding Date: _____

Time: _____

Bride's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Numbers: Home _____ Work: _____

Cell: _____ E-Mail: _____

Groom's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell: _____ E-Mail: _____

Name of Bride's Parents or Guardian:

Address: _____

City: _____ State: _____ Zip: _____

Cell: _____ E-Mail: _____

Date and time of Rehearsal: _____



WEDDING AGREEMENT – Non-member

Pickens County, Georgia

This serves as an AGREEMENT between Big Canoe Chapel and _____
herein called the Sponsor whose address is:

Big Canoe Chapel hereby permits the Sponsor to use the facility/facilities listed below for the times and fees specified in this Agreement. The Sponsor agrees:

- (1) To comply with all rules and regulations prescribed by Big Canoe Chapel, a copy of which is attached to this agreement.
- (2) In the event the property of Big Canoe Chapel is damaged by the Sponsor, its employees, or guests or any person admitted to the property by the Sponsor, the Sponsor shall pay to the Big Canoe Chapel upon demand such sums as shall be necessary to restore the buildings or equipment to their condition immediately prior to the Sponsor's use together with any of Big Canoe Chapel's costs of collection including reasonable attorney's fees.
- (3) Sponsor hereby waives, releases, relinquishes, discharges, and agrees to indemnify, protect, and save harmless Big Canoe Chapel of and from any, and all claims of any nature, including damage or loss to property, injury to persons (including death) or any other loss, demand, liability, or expense arising unto or in connection with this Agreement.

EVENT PERIOD: _____

FACILITIES TO BE USED:

<u>AREA</u>	<u>USE</u>	<u>FEE</u>
Big Canoe Chapel	Wedding Fee	\$2,100.00
	Refundable Damage Deposit	\$ 250.00

*Optional Wedding Fees: \$300.00 Organist/\$300.00 Pianist/\$150.00 Additional Sound Technician. These fees are due 14 days prior to the rehearsal,

FEES: Sponsor agrees to pay the above fee upon execution by Sponsor of this agreement.

This agreement and the appropriate fees shall be returned by the Sponsor to the Big Canoe Chapel office within 15 days of the reservation date or it shall be considered null and void.

In witness thereof, the parties have executed this agreement as of the preparation date heretofore written.

For Big Canoe Chapel

Sponsor

Date

Date



WEDDING AGREEMENT – Member

Pickens County, Georgia

This serves as an AGREEMENT between Big Canoe Chapel and _____
herein called the Sponsor whose address is:

Big Canoe Chapel hereby permits the Sponsor to use the facility/facilities listed below for the times and fees specified in this Agreement. The Sponsor agrees:

- (1) To comply with all rules and regulations prescribed by Big Canoe Chapel, a copy of which is attached to this agreement.
- (2) In the event the property of Big Canoe Chapel is damaged by the Sponsor, its employees, or guests or any person admitted to the property by the Sponsor, the Sponsor shall pay to the Big Canoe Chapel upon demand such sums as shall be necessary to restore the buildings or equipment to their condition immediately prior to the Sponsor’s use together with any of Big Canoe Chapel’s costs of collection including reasonable attorney’s fees.
- (3) Sponsor hereby waives, releases, relinquishes, discharges, and agrees to indemnify, protect, and save harmless Big Canoe Chapel of and from any, and all claims of any nature, including damage or loss to property, injury to persons (including death) or any other loss, demand, liability, or expense arising unto or in connection with this Agreement.

EVENT PERIOD: _____

FACILITIES TO BE USED:

<u>AREA</u>	<u>USE</u>	<u>FEE</u>
Big Canoe Chapel	Wedding Fee	\$1,800.00
	Refundable Damage Deposit	\$ 250.00

*Optional Wedding Fees: \$300.00 Organist/\$300.00 Pianist/\$150.00 Additional Sound Technician. These fees are due 14 days prior to the rehearsal,

FEES: Sponsor agrees to pay the above fee upon execution by Sponsor of this agreement.

This agreement and the appropriate fees shall be returned by the Sponsor to the Big Canoe Chapel office within 15 days of the reservation date or it shall be considered null and void.

In witness thereof, the parties have executed this agreement as of the preparation date heretofore written.

For Big Canoe Chapel

Sponsor

Date

Date



Wedding Party Information

Bride's Name: _____ Wedding Date: _____

Number of Bridesmaids: _____ Number of Groomsmen: _____

Children attendants and ages: _____

Name of Officiating Minister: _____

Their Church and Address _____

Musicians: _____ Phone: _____

Photographer: _____ Phone: _____

Address: _____

Videographer: _____ Phone: _____

Address: _____

Florist: _____ Phone: _____

Address: _____

Please give us an approximate number of expected guests: _____

Is any member of the Bride's or Groom's immediate family a member of the Chapel or POA Employee?

Yes:___ No:___ Chapel Member's Name: _____

Yes:___ No:___ POA Employee's Name: _____



RULES FOR CONTRACT FLORISTS

- 1. DO NOT MOVE ANY CHANCEL FURNITURE OR THE CROSS.** Bridesmaids may carry flowers or bouquets. A small arrangement may be placed in the foyer.
- 2. CANDLES** - The Chapel does **not** provide candles for the Unity candle stand. Candles for the altar are furnished by the Chapel. Volunteers inspect those weekly and change the candles as needed.
- 3. PLEASE REMOVE ALL FLOWER CUTTINGS AND CLIPPINGS IF ARRANGEMENTS ARE COMPLETED OR ADJUSTED ON THE PREMISES.** Any other debris from flowers should be bagged and removed. This includes cardboard boxes.
- 4. DO NOT STAPLE, NAIL, TACK, TAPE OR OTHERWISE AFFIX ITEMS TO THE WALLS, WINDOWS, DOORS, CHANCEL FURNITURE, PEWS, CHAIRS, ETC.** No artificial platforms may be used, and no carpentry work may be performed anywhere in either building.
- 5. NO RICE, BIRD SEED OR NATURAL FLOWER PETALS MAY BE SCATTERED.**

Part of Big Canoe Chapel's charm and beauty lies in its simplicity and some of the loveliest weddings ever held here took their cue from this simplicity.

Since we are a small church, we have a limited staff, including only part-time janitorial help. Most weddings are held on Saturday evenings, and after each wedding the Chapel must be left ready for the Sunday morning worship service. Please carefully read and observe these guidelines. If you have any questions, please telephone Mrs. Carroll, our Wedding Director at 770-686-6183 (joankyllonen1@yahoo.com) or Mary Donna Rodden at the Chapel office at 470-273-6768.

If these rules are overlooked, this could result in the forfeiture of the damage deposit and/or an additional charge.



RULES FOR PHOTOGRAPHY OR VIDEOGRAPHY IN THE CHAPEL

1. **NO CHANCEL FURNITURE IS TO BE MOVED.** No artificial platforms may be used, and no carpentry work is to be performed in the Chapel.
2. **TAKING OF FLASH PICTURES IN THE CHAPEL DURING THE WEDDING CEREMONY IS PROHIBITED.** Pictures may be taken without flash from the wings or with flash from the balcony as long as there is no distraction during the ceremony.
3. At times, weddings are scheduled early in the day because a Chapel worship service or other function will be taking place later. For this reason, we ask that photo sessions be limited to a reasonable amount of time. If you feel that you need an unusually long session, please contact the Chapel office at 470-273-6768 to ensure that scheduling conflicts do not arise.
4. **Smoking or Vaping and the use of alcoholic beverages in the Chapel and the Broyles Center are strictly prohibited.**
5. **VIDEO TAPING OR DIGITAL RECORDING IS PERMITTED DURING THE CEREMONY, BUT IT SHOULD BE DONE AS UNOBTRUSIVELY AS POSSIBLE.** The taping or digital recording should not in any way detract from the religious ceremony itself. Videos may be taken only on a tripod out of sight in the wings or balcony. A video camera on a tripod may be placed on the altar in the background; however, no one may approach the camera during the service. NO cell phones recordings are allowed.
6. **DO NOT STAPLE CABLES, EXTENSION CORDS, ETC. NO CABLES, CORDS, WIRES, ETC., ARE TO BE IN THE WAY OF THE WEDDING PARTY OR GUESTS.**
7. **DO NOT DRAPE ANY WINDOWS OR MOVE ANYTHING IN THE CHANCEL.**
8. **If your photographer wants to take pictures at the Big Canoe Club House, please know that this is not part of the Chapel. You must obtain permission in advance from the Club House. You may contact the Clubhouse at 706-268-3922.**

Thank you for your cooperation in following these rules. If you have any questions, please phone Mary Donna Rodden in the Chapel office at 470-273-6768. If you wish to visit the Chapel in advance of the ceremony, please let us know and we will arrange a time.

Please read these guidelines carefully.
If they should be overlooked, it could result in a forfeiture of the damage deposit and/or an extra charge.



BRIDE & GROOM CHECKLIST

- _____ Secure your Wedding Date by delivering or mailing the signed Wedding Agreement and Wedding Record to Mary Donna Rodden at Big Canoe Chapel. This Agreement should be accompanied by a check for the Chapel Fee and a second, separate check for Damage Deposit. This is four items to be returned.

- _____ Call Mary Donna (470-273-6768) to confirm that the two checks, the Wedding Agreement and the Wedding Record have arrived.

- _____ Carefully review the rules for the use of Big Canoe Chapel.

- _____ Contact Mrs. Joan Carroll (770-686-6183; joankyllonen1@yahoo.com) Chapel Wedding Director to schedule a meeting. This meeting should happen within the four weeks after your reservation has been made.

- _____ Call the Chapel Office (470-273-6768) to schedule a meeting with one of our chaplains to be held within four weeks of your reservation.

- _____ Meet with Mrs. Joan Carroll, Chapel Wedding Director.
 - A. Review and initial all rules for weddings at Big Canoe Chapel
 - B. Review anticipated wedding details, attendants, music, and audio visual needs.
 - C. Review this checklist and ask questions you might have,
 - D. Provide a check for the Optional Wedding Fees (minister, organist, etc.)

- _____ Meet with the Chaplain.
 - A. Discuss Wedding Plans and who will officiate the ceremony.
 - B. Schedule your rehearsal and wedding times
 - C. First counseling session; schedule the next counseling sessions

- _____ Contact the minister who will officiate if it is not Chapel Clergy.
- _____ Contact the Wedding Director regarding music. Confirm that you will or will not need an additional A/V Engineer / Technician
- _____ Return Audio Visual Request form to the A/V Engineer / Technician FOURTEEN (14) days prior to rehearsal. Email: Jim McKechnie (mckechnie@comcast.net)
- _____ Return the rehearsal sheet to Mrs. Joan Carroll, Chapel, FOURTEEN (14) DAYS before the rehearsal date.
- _____ Make sure that all requested additional music resources are in the hands of our Wedding Director and in the proper formats at least FOURTEEN DAYS before your rehearsal.
- _____ Give copy of rules to Florist.
- _____ Give copy of rules to Photographer.
- _____ Give copy of rules to Videographer.
- _____ Mail or fax (470-273-7922) completed Wedding Party Information to Chapel. This should be in the office ONE MONTH (30 days) before the wedding.
- _____ Arrange for someone to collect items from Bride's Room after the wedding.
- _____ Arrange for someone to collect items from Groom's changing area.
- _____ Provide a guest list to **Big Canoe Security** at maingate@bigcanoepoa.org with a copy to Mrs. Joan Carroll at joankyllonen1@yahoo.com SEVEN (7) days prior to wedding.
Driver must present a valid driver's license for entry to Big Canoe.
- _____ Bring the Unity and Memory Candles to your rehearsal if you plan to use them➤.
- _____ Please bring Completion of Counseling Certificate to the rehearsal
- _____ **IMPORTANT** note to Groom: Please bring Marriage License to Rehearsal.



Big Canoe Chapel - AV Guidelines

MEMBER AND NON-MEMBER

We offer a standard package that may be expanded. Most additional items can be added without additional charge. If there is a concern or send the completed form to: Jim McKechnie, (mckechnie@comcast.net), 404-272-5000, fourteen (14) prior to the Rehearsal date.

- AV Engineer / Technician
- 3 each – professional wireless microphones. Use and placement of either the lavalier(s) or handheld(s) microphones (including stands or goosenecks) will be chosen after consultation with the AV Engineer or Sound Technician.
- Dimmable Chapel chandelier lighting.
- Professional stage lighting capable of 64 million colors.
- Sound reinforcement speaker system.
- We are also capable of playing from your Blu-Ray, DVD, CD, flash or thumb drive, iTunes, or Spotify web sites (from either your device output HDMI or the Control Room laptop using your account) the Chapel approved music tracks.
It is imperative the music tracks supplied are clearly identified, and a list of the playback order with cues within the confines of the service seven (7) days prior to the Rehearsal date.. This can be discussed in detail when meeting with the AV Engineer.

We can also supply additional wireless microphones for:

- A Soloist
- Acoustic Guitar
- One additional participant or Reader

In addition, we can offer a higher level of services after consultation with the AV Staff. This will require adding a second AV Engineer/Technician.

- Digital recording the service. Plus, if requested, the post wedding photo shoot will also be recorded. The video data is a MP3 format. The client must supply a flash or thumb drive of sufficient capacity to accept the data download.

- Live, real time streaming of the entire wedding for those who cannot physically attend. Plus, if requested, including the post-wedding photo shoot. *(Be mindful of the ASCAP, BMI & SESAC music rules. Generally, the official wedding service may be exempt. However, any music outside the official service may incur additional fees paid for by the guest.)*

- Playback of video clips or a montage or additional graphics displayed on our screen using the Chapel video projector during the wedding service. The ceiling mounted screen is located behind the altar.

Briefly describe your thoughts on the Audio-Visual layout (microphone positions, instrument positions, etc.)

Provide details for any other special Audio-Visual needs:
