



Wedding Guide

Everything you need to plan a wedding at Big Canoe Chapel

- Part 1 Wedding Planning Process
- Part 2 Wedding Record
- Part 3 Guidelines for Weddings at the Chapel
- Part 4 Florist Requirements
- Part 5 Photographer & Videographer Requirements
- Part 6 Requirements for Contract Caterers
- Part 7 Facility Use Agreement
- Part 8 Bride and Groom Checklist

Christian marriage is *“instituted of God, regulated by his Commandments, blessed by our Lord Jesus Christ, and to be held in honor among all men.”*

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 is God’s Temple at all times. This guide was developed in order that the proper spirit of worship is maintained and to facilitate arrangements for both you and the Chapel staff to insure a most special day in your life.

Big Canoe Chapel Wedding Planning Process

Contact Chapel office for available dates
Linda Moore (706) 268-3203



Tentatively pick a date & request the *Wedding Guide* package
The date will be held for 15 days while the following steps are completed



Talk with a Chapel Minister and meet with the
Chapel Wedding Director to review requirements



Complete *Wedding Guide* forms and
sign Facility Use Agreement & Letter of Understanding



Return forms and fees to the Chapel office



The wedding date can now be confirmed

Note: Due to the number of requests for use of Big Canoe Chapel and the Broyles Community Center, tentative wedding dates can only be held for 15 days while the necessary meetings and paperwork are completed. Please be prompt with all follow up to avoid having the tentative date released. Thank you.

Guidelines for Weddings at Big Canoe Chapel

Christian marriage is “*instituted of God, regulated by his Commandments, blessed by our Lord Jesus Christ, and to be held in honor among all men.*”

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 is 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 Board of Trustees of the Chapel. **Please do not ask for exceptions to these guidelines. Neither the wedding director nor the staff is authorized to modify or waive these regulations.**

—————> **Contact Nona Whipple, Wedding Director, within the next 10 days** and arrange a time to meet with her to review these rules and regulations. (706-579-1919)
Please initial each point after it is reviewed with Nona and agreed upon.

- _____1. Contact one of our Chapel ministers within the next 15 days to arrange for a convenient time to meet either in person or by telephone. **Your wedding date cannot be confirmed until this has occurred.**
- _____2. Typically, one of our ministers will officiate. Sometimes, with the approval of our Senior Chaplain, we do allow guest ministers to conduct services of marriage in the Chapel. Please provide us with the name, church and address of your officiating minister on the Wedding Record form.
- _____3. All rehearsals and weddings will be directed by our Chapel Wedding Director. No outside assistance will be permitted.
- _____4. The Chapel Wedding Director will serve as bridal consultant for the rehearsal and wedding without charge. Any other bridal consultants will be welcome to help the bridal party in dressing only.
- _____5. The music, including soloist, should be arranged by the bride or her family in consultation with our Wedding Director and Chapel Organist. 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 has first rights as organist or pianist for your wedding.** If he is not available, other approved instrumentalists will be referred to you. We will collect their fees and distribute. **NO electronic (taped) music is allowed.** (Taped music is very difficult for our sound technicians to play through our system; therefore, taped music is distorted or is too loud or too soft.)
- _____6. **Wedding rehearsals** must be scheduled 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.**

- _____ 7. Weddings must be scheduled to **BEGIN no later than 6:00 p.m.**
- _____ 8. **Decorations:** In decorating the Chapel, the chancel furniture is not to be moved.
- _____ 9. 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. Or, 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 chancel candelabras. If our unity candle stand is used, you must provide these candles.
- _____ 10. No artificial platforms may be used and no carpentry work may be performed at any location in the building.
- _____ 11. Smoking 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.**
- _____ 12. The taking of pictures in the Chapel by anyone 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.
- _____ 13. The Chapel has a lovely "Bride's Room" for the bride and her attendants to use for dressing. It should be cleared of personal items immediately after the wedding.
- _____ 14. Groomsmen may change in one of the Sunday School rooms, provided no Sunday School materials and/or equipment is moved, damaged or otherwise disturbed.
- _____ 15. Prior to the wedding, Big Canoe Security must have a list of invited guests at the Front Gate. This will expedite check-in for your guests as quickly as possible.

- _____16. Please make certain that the florist, photographer, videographer and caterer all receive copies of the guidelines governing their functions as it pertains to your wedding in the Chapel or reception in The Broyles Center.
- _____17. 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, you might consider hiring a nursery worker to supervise them. Please contact the office if you plan to use the Chapel nursery.
- _____18. No pets of any kind are permitted on the grounds of the Chapel.
- _____19. If you are using the Chapel facility only, The Broyles Community Center is not to be used by the wedding party or guests. This building may be in use for classes, meetings or other Chapel events. If you are using The Broyles Center for your wedding reception, only the top floor is to be used. The lower level is for other purposes and should not be entered by the wedding party or guests.
- _____20. If your wedding reception is held at The Broyles Center, we ask that it be concluded at a reasonable time. Our part-time janitorial service workers will be returning to remove tables and chairs and set up for church activities. Chapel furniture can not be moved out of the Cousins Hall.
- _____21. 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 that it does not interfere. Please bear this in mind as you plan your schedule and do not plan for excessively lengthy picture sessions or receptions. If you have any questions regarding possible conflicts please be sure and check with us.
- _____22. 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 or your reception, provided the reception is held at Broyles Center.

We believe that the above regulations are equitable to all members and are in the best interest of our Chapel and no exceptions are to be requested.

Revised 8/07

Requirements 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. **THERE ARE PLANTS AND SMALL TREES IN BRASS CONTAINERS IN THE CHANCEL WHICH ARE NOT TO BE MOVED.** These items provide a lovely background for all services, including weddings.
3. **DO NOT DRAPE THE CANDELABRA WITH FERN, VINES, ETC.** When this happens, the natural material dries, shreds and becomes embedded in the carpet. It does not vacuum easily and must be picked up by hand - a very time-consuming chore. Candles are furnished by the Chapel. Volunteers inspect the candelabra weekly and change the candles as needed. The Chapel does not provide candles for the unity candle stand.
4. **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.
5. **DO NOT STAPLE, NAIL, TACK, TAPE OR OTHERWISE AFFIX ITEMS TO THE WALLS, FIREPLACE, WINDOWS, DOORS, CHANCEL FURNITURE, PEWS, CHAIRS, ETC.** This applies to both the Chapel and The Broyles Community Center. No artificial platforms may be used and no carpentry work may be performed anywhere in either building.
6. **NO RICE, BIRD SEED OR ROSE 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. With this in mind, please carefully read and observe these guidelines. If you have any questions, please telephone Mrs. Whipple, our Wedding Director at (706) 579-1919 or call the Chapel office at (706) 268-3203.

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

Requirements for Photography or Videography at Big Canoe 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 PICTURES IN THE CHAPEL BY ANYONE DURING THE WEDDING CEREMONY IS PROHIBITED.** Pictures may be taken before the wedding, in the foyer as the wedding party leaves the Chapel, or in the Chapel after the wedding.
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 (706) 268-3203 to insure that scheduling conflicts do not arise.
4. **Smoking in the Chapel and the Broyles Center is strictly prohibited.**
5. **VIDEO TAPING IS PERMITTED DURING THE CEREMONY, BUT IT SHOULD BE DONE AS UNOBTRUSIVELY AS POSSIBLE.** The filming 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.
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.**

Thank you for your cooperation in following these rules. If you have any questions, please phone the Chapel office at (706) 268-3203. 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.

Requirements for Contract Caterers

Big Canoe Chapel has a limited staff, occasionally assisted by volunteers. For this reason, we must request that contract caterers leave the kitchen as clean and neat as they find it. Please read the following rules carefully. If they are overlooked, it could result in forfeiture of the damage deposit.

1. **NO VEHICLES - CARS, VANS, ETC., MAY BE BACKED DOWN THE STONE WALKWAY LEADING TO THE CHAPEL.** No shortcut may be taken through the planted area because this damages the wildflower garden and shrubbery.
2. **DO NOT USE ANY CHAPEL SUPPLIES.** We use these supplies for regular Chapel events and all caterers must bring their own paper products, coffee, serving containers, cream, sugar, etc. We supply the facility only.
3. **DO NOT MOVE THE FURNITURE IN COUSINS HALL OR IN ANY OTHER PART OF THE BUILDING.** Our staff will set up the main dining room according to a diagram provided by the person who is arranging the function. Our clean-up staff will arrive near the end of the function to remove and store dining room tables and chairs and to inspect the premises.
4. **DO NOT STAPLE, NAIL, TACK, TAPE OR OTHERWISE AFFIX ITEMS TO THE WALLS, FIREPLACE, WINDOWS, DOORS, ETC.** The acoustical panels on the walls can be damaged if this occurs.
5. **IF THE FUNCTION OCCURS IN WINTER, DO NOT TURN ON THE GAS LOGS IN THE FIREPLACE.** Only the authorized Chapel wedding director or another staff member may light the logs.
6. **NO ALCOHOL IS ALLOWED IN THE BUILDING OR ON THE PREMISES.** This includes champagne, wine, beer, etc.
7. **NO SMOKING IS ALLOWED IN THE BUILDINGS.**
8. **IF POSSIBLE, MAKE ARRANGEMENTS TO VISIT THE BROYLES CENTER PRIOR TO THE FUNCTION.** The Chapel office number is (706) 268-3203.
9. **CATERERS MAY USE THE REFRIGERATION, WARMING FACILITIES AND ICE MACHINE IN THE KITCHEN.** We do not provide utensils, dishes, etc. We do provide trash receptacles.
10. **ALL TRASH MUST BE REMOVED AFTER THE FUNCTION AND THE BAGS SHOULD BE TIED AND PUT IN THE GARBAGE BUILDING JUST OUTSIDE THE KITCHEN DOOR AND TO THE LEFT.** The counters and sinks must be left clean and the kitchen floor must be swept and mopped clean. Brooms, mops and mop buckets must be returned to their original location.

Prepared:

Facility Use Agreement

Georgia

Pickens County

This serves as a 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 or The Vernon S. Broyles, Jr., Community Center 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 and SUMMARY of FEES:

AGREEMENT

Page 2

This agreement and the appropriate fees shall be returned by the Sponsor to the Big Canoe Chapel office within 15 days of the preparation 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

BRIDE & GROOM CHECKLIST

- _____ Carefully review the rules for using Big Canoe Chapel
- _____ Contact Nona Whipple, our Wedding Director at 706-579-1919.
- _____ Contact a Big Canoe Chapel Minister to discuss your wedding. Typically, one of them will officiate. (Dr. Jim McCormick – jpmcc@tds.net)
Telephone: 706-268-1710
- _____ Contact Minister to officiate
- _____ Contact Chapel Organist regarding music Jarrold Tidwell
Telephone: 404-449-3141
Piano Music - Contact Sam Holmes at 404-271-2106 or
Holmes_samuel@hotmail.com
- _____ Give copy of rules to Florist
- _____ Give copy of rules to Photographer
- _____ Give copy of rules to Videographer
- _____ Give copy of rules to Caterer (if reception is in our Community Center)
- _____ All information to complete Wedding Record form called or faxed to Chapel
- _____ Arrange for someone to collect items from Bride's Room after the wedding
- _____ Arrange for someone to collect items from Groom's changing area
- _____ Guest list given to Big Canoe Security
- _____ Unity Candle (If you plan to use)

IMPORTANT **Note to Groom: Please bring Marriage License to Rehearsal.**

