Cannon Chapel
Wedding/Commitment Ceremony Guidelines
Message from the Dean of the Chapel and Spiritual Life at Emory University

Congratulations on your decision to get married! I’m happy for you, and I know the coming weeks of planning and preparation will be packed with excitement.

What a joy that you are considering having your wedding at Cannon Chapel. We are a very active place of spiritual formation, gathering and worship for the Emory University campus. We welcome couples to enter the ebb and flow of our community life to celebrate their wedding vows.

As you engage in your planning, please keep in mind that our scheduling, ceremony guidelines and suggestions are designed to help you have the celebration you seek while ensuring the regularly scheduled Cannon Chapel programs continue as planned.

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

We wish you great love, joy and blessings in the preparation for your new lives together. Our community celebrates with you as you prepare to affirm your spiritual covenant.

With best wishes for your future,

Bridgette Young Ross
Dean of the Chapel and Spiritual 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. Feel free to contact the Cannon Chapel program coordinator, Sara McKlin (404-727-6325 or sara.mcklin@emory.edu) with questions. We are here to help you with your plans!

THE FIRST STEP

Scheduling a wedding begins with a call or email to Cannon’s program coordinator. She will discuss the dates you have in mind for your wedding, explain how to reserve the date on the chapel calendar, go over 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. Your request will be reviewed and final approval will be granted by the Dean of the Chapel and Spiritual Life.

THE WEDDING DATE

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 Christmas decorations in the sanctuary must stay in place. Weddings are customarily performed on Friday evenings or any time on Saturdays. Other requests will be considered on an individual basis.

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

OFFICIANT

An officiant must be ordained and recognized by their denomination or faith tradition. It is the responsibility of the marriage party to secure an appropriate officiant. Once secured, the officiant must be approved by the Dean of the Chapel and Spiritual Life.

When guest clergy are the sole officiant at a wedding, we count on them to honor Cannon Chapel wedding guidelines. We ask that all wedding officiants send the Cannon Chapel program coordinator a copy of the service they intend to use. As with any service in Cannon Chapel, the Dean of the Chapel and Spiritual Life is ultimately responsible for determining the appropriateness of all arrangements and details of the wedding.

MUSIC

The Emory University organist is used for all ceremonies when organ music is desired. An alternate organist may be used upon approval by the Emory University organist. Notify the program 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.
FLOWERS

Flowers must be coordinated in advance through the program coordinator. Your florist of choice must be in consultation with the program 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.

MEDIA SERVICES

AV equipment is available upon request. All media equipment in Cannon Chapel must be approved and coordinated in advance through the program 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.

ACCESS TO THE SANCTUARY

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

DRESSING ROOMS

The choir and workroom behind the sanctuary serve as dressing rooms for the wedding party. There are two full-length mirrors in the sacristy, which is located between choir and workroom. 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. Regular room layout seats 50 people at existing tables. With additional rented tables and chairs, the room seats up to a maximum 120 people. A standing reception accommodates 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. Provide the delivery schedule to the Cannon Chapel program coordinator. 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). Patio doors may be unlocked to allow for reception to flow onto 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 service.

**OTHER**

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:

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Cannon Sanctuary</td>
<td>$825</td>
</tr>
<tr>
<td>Custodial fee</td>
<td>$156</td>
</tr>
<tr>
<td>Building host fee (staffing during event)</td>
<td>$100</td>
</tr>
<tr>
<td>Optional items:</td>
<td></td>
</tr>
<tr>
<td>Brooks Commons (reception space)</td>
<td>$100</td>
</tr>
<tr>
<td>Cathedral Setup* (facing east with aisle)</td>
<td>$275</td>
</tr>
<tr>
<td>Organist fee</td>
<td>$350</td>
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</tbody>
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*Standard setup is available at no additional fee.*

The sanctuary reservation fee includes 2 hours rehearsal time to be scheduled with the program 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/Commitment Ceremony Agreement must be submitted prior to final confirmation. Full payment is due no less than 2 weeks prior to the wedding date.