

Dear Bride and Groom,

First, congratulations on your engagement.

We are happy you have chosen St. Peter Chanel for the Sacrament of Marriage.

On the following pages we have compiled some information that we believe may answer some of the questions you may have regarding your wedding at St. Peter Chanel. Some of the information will be covered by your Wedding Coordinator at your meeting.

WEDDING TIME LINE:

The normal time allowed for a wedding in the Sanctuary is two hours, including set up (approximately 1/2 hour), ceremony, pictures and clean up (approximately 1 1/2 hours). More time may be allowed if it does not conflict with another scheduled event. Please consult with your wedding coordinator to see if additional time can be accommodated.

REHEARSAL:

The rehearsal is usually scheduled the day before the wedding and the rehearsal times are scheduled based on the wedding day and time as follows:

If your wedding is:	Your rehearsal is:
Friday, 7:00 p.m.	Thursday, 5:30p.m.
Saturday, 11:00 a.m.	Friday, 4:00 p.m.
Saturday, 2:00 p.m.	Friday, 4:45 p.m.
Saturday, 6:30 p.m.	Friday, 5:30 p.m.

All rehearsals will take place in the sanctuary, and are limited to 45 minutes in length. The rehearsal is limited to the time allotted due to other wedding rehearsals and special events that take place at St. Peter Chanel throughout the year.

Rehearsals will begin promptly at their assigned time, whether all are present or not. The Bride and Groom are responsible for ensuring the entire bridal party to be present at the rehearsal. Those attending should be in the narthex at least 15 minutes prior to your scheduled rehearsal time to ensure a successful rehearsal. Remind the wedding party that Friday night traffic in Atlanta is predictably bad and to leave plenty of time. All members of the wedding party must be mindful that they are within a sacred place where respectful behavior is expected from everyone.

FACILITIES:

Our Sanctuary provides seating for 1,116. St. Peter Chanel is an active parish, and due to other scheduled events, the following are recommendations to follow to

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accommodate both the wedding and regular parish life.

- For a Saturday 11:00 a.m. wedding, the Church must be vacated by 12:30 p.m.
- For a Saturday 2:00 p.m. wedding, the Church must be vacated by 3:30 p.m.
- For a Saturday 6:30 p.m. wedding, the Bridal Party is asked to stay in their respective rooms while the 4:30 pm Mass is dismissed around 5:30 pm.

The Wedding Coordinator and volunteers will direct the Florist, Photographer and Videographer to an appropriate waiting/preparation area.

Preparations in the Church, including the florist, photographer, and videographer, may not begin until all parishioners have exited the Church following the Vigil Mass.

FLOWERS:

There will be flower arrangements on the stands on either side of the Tabernacle Tower for every weekend Mass (some exceptions may apply). If you so choose, you may order flower arrangements from your chosen florist that will coordinate with the colors in your and your bridesmaids bouquets. The arrangements must be left for the Sunday Liturgies. If you will be adding any other flowers/bows to the pews (no shredding greenery or live ferns allowed), your florist will be asked to acknowledge the guidelines by signature on the Florist Agreement.

The Altar flowers you choose may be dedicated in honor of your wedding or in memory of a person or persons of the Bride and Groom's choosing. We will acknowledge your donation in our bulletin the weekend of the wedding. To have the notice placed in our bulletin, contact our Event Coordinator at 678-832-1244 to reserve your spot.

DECORATIONS:

- Sanctuary furnishings, coverings, flags, seasonal (Easter/Christmas) decorations may not be moved. No aisle runners are allowed. Surface areas must be protected from all moisture.
- For the protection of the pew furniture, pew decorations are discouraged. If used, a ribbon, or tulle, may be tied to the end of the pew to attach a bow or flower arrangement. All pew decorations must be removed by the florist or their representative, and any cleanup necessary due to removing the pew decorations must be done immediately following the ceremony.
- No decorations are allowed on any entry doors, both exterior and interior. No rice, balloons, birdseed, etc., may be used.
- Acknowledgement and agreement is required by signature on the Florist Agreement.

FLOWER GIRLS AND RING BEARER:

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- Due to liability issues, flower petals, real or artificial, may not be strewn on the floors of the Sanctuary or anywhere in or outside the church building or parking lot.
- If you choose to have a flower girl in your wedding party, her role is to be strictly symbolic. The same is true for ring bearers. The rings to be used for the ceremony may not be attached to the ring bearer's pillow. The rings should be given to the Wedding Coordinator prior to the wedding so that she can place them on the altar. The minimum suggested age for both flower girls and ring bearers is age four.

MUSIC:

The Bride and Groom will make the initial contact with the Music Director within two weeks of receiving their Confirmation Letter. This first contact is required before making any decisions regarding the music/musicians. All music for the wedding ceremony must be discussed and approved by the St. Peter Chanel Music Director, Jane Jackson. Please e mail her at jjackson@stpeterchanel.org.

Guidelines for music at the ceremony include:

- All music must be of sacred content-no secular music will be allowed.
- Only live music is allowed-no recorded music.
- All musicians, either instrumental or vocal, must perform in the choir loft.
- Guest organist, instrumental musicians and soloists must be approved by the Music Director. To ensure the quality of the music program, a member of the music staff must be present at the wedding regardless of whether he or she performs personally (the Bench Fee will apply).
- A Cantor is required for all weddings.
- No music rehearsal may take place during the wedding rehearsal due to time constraints. A separate music rehearsal may be scheduled for an additional fee.

PHOTOGRAPHY:

The Bride and Groom make their own arrangements for photography. Within reason, the photographer is permitted a great deal of leeway. See Photographer Agreement for details.

- The photographer may not enter the altar area during the ceremony and may not come forward of the last pew in the center aisle.
- No flash photography during the procession, ceremony or recession. The official photographer, family and friends should keep in mind the sacred nature of the occasion.
- The photographer is allowed thirty minutes after the ceremony for posed photographs.
- Any posed photographs involving the Officiant are to be taken first.
- The time allocated for photos after the ceremony is 30 minutes. Please be prepared to move quickly through your list of photos. It is a good idea to give your photographer a

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complete list of your requests a week before your wedding. With this list, he will be able to make the most of the time you are allotted.

- The photographer is required to review the guidelines and agree by signature to the policies of St. Peter Chanel Catholic Church.

VIDEOGRAPHY:

If you choose to have your ceremony videotaped, your Videographer will be asked to acknowledge the following regulations by signature on the Videographer Agreement:

- All video equipment must be set up no later than thirty minutes before the scheduled time of the wedding. For the 6:30 p.m. wedding, the videographer may set up only after the parishioners have exited from the 4:30 p.m. Mass.
- The Bride and Groom may not wear wireless microphones.
- Video equipment must be stationary during the ceremony; no "roving" camera is permitted.
- No floodlights or any other special lighting may be used during the ceremony.
- No wires may be laid across any aisles.
- Nothing may be, pinned, stapled or otherwise affixed in any way to Church walls, furnishing or floors.
- Persons operating video equipment shall be dressed appropriately for a formal church service.

WEDDING DAY:

The Bridal Party is urged to arrive at the Church one hour before the scheduled wedding time. The Wedding Coordinator and Wedding Guild volunteers will be there to guide you to the Bride's Room and Groom's Waiting Area. The florist, photographer and videographer may set up 30 minutes prior to the wedding. They are asked to abide by the regulations set forth in the vendor agreement they have signed. If they have any questions on the wedding day, they should direct them to the Wedding Coordinator.

GENERAL REGULATIONS:

- No smoking is permitted anywhere in the parish buildings.
- No alcohol may be consumed or brought on the parish grounds or in parish buildings, either at the rehearsal, before the ceremony or at the actual ceremony.