

OUR LADY OF THE ASSUMPTION CATHOLIC CHURCH  
1406 Hearst Drive, Brookhaven, GA 30319

To The Engaged Couple,

As you begin planning and preparation for your marriage in the Catholic Church, all of us at Our Lady of the Assumption Parish are here to assist you. Thank you for choosing our beautiful, parish church, and we hope that you will be pleased with our service.

Your wedding will be one of the happiest moments of your life. The church rejoices in this experience and is eager to help make it an occasion of remembrance and satisfaction. The true meaning and beauty lie in the spirit and attitude of those who participate.

The Clergy and Staff of Our Lady of the Assumption have compiled this booklet to assist you in planning your marriage. The topics covered are drawn from the many questions asked by couples over the years.

This protocol will answer your questions and will make the preparations smoother. The priest or deacon of the parish, whom you chose to help you with your preparations, will be happy to give you any needed clarification.

Preparation for your wedding takes place in several stages. To assure ample time for a quality preparation, you as a couple must visit with one of the priests or deacons at least six (6) months prior to your anticipated wedding date. As you proceed with your preparations, we urge you to follow the procedures outline here and notify the proper persons concerning the requirements. Your family, invited guests and liturgical ministers wish to celebrate the Liturgy of your marriage with appropriate decorum and attention to our church's norms.

We request that you undertake your preparation with understanding and enthusiasm. This will make your wedding day a happy one and help ensure your future will be filled with God's blessings.

Sincerely yours in Jesus and Mary,



Reverend James D. Duffy, S.M.  
Pastor

# Our Lady of the Assumption Catholic Church



## *Guidelines for Arranging a Wedding*

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### **Attachments:**

Acknowledgement of Responsibility

Florist Agreement

Photographer Agreement

Videographer Agreement

## I. GENERAL REQUIREMENTS

### A. Freedom to Marry

Church law requires that both parties be free to marry, that is, neither party was married previously. If either of you were married before and your former spouse is still living, you will need to obtain a declaration of nullity of the marriage from the Tribunal of the Archdiocese. A priest or deacon of the parish can assist you in starting the process. Under no circumstances may a date be set for the ceremony, not even tentatively, until an annulment has been granted.

### B. Interfaith Marriage

In an interfaith marriage, the Catholic party promises to maintain his or her own faith and to do all in his or her power to ensure that any children born of the union will be raised in the Catholic faith. The non-Catholic party makes no promises but is made aware of the promise by the Catholic party.

In an interfaith marriage, the minister of the non-Catholic party may be invited to participate in the ceremony. Usually, however, it will involve participating in the readings and/or giving a blessing. Church law does not permit the priest and minister to ask jointly for and receive the vows, nor does it permit a double recitation of the vows.

In some circumstances, the Archdiocese of Atlanta gives permission for a non-Catholic minister to officiate at the marriage in a location other than the Catholic parish. If you wish to obtain this permission, you will need to talk to a priest or deacon. Such permission affects only the actual ceremony. You must still comply with the other provisions of Church law.

## II. ARRANGING THE CELEBRATION

Preparing for Your Wedding Liturgy: The goal of your preparation is to encourage the full and active participation of all, who will gather to celebrate your marriage.

1. Distinguish between what is essential and what is not: social customs, expressions of personal taste, and religious devotions.
2. Give priority in your preparation and celebration to the essentials.
3. Plan the wedding day as a whole, with the liturgy as its centerpiece.
4. Do not underestimate the power of the non-verbal elements of the wedding liturgy.
5. Take advantage of the people, who will be preparing the wedding liturgy for/with you.
6. Don't wait until the last minute for preparations.

### A. Reserving the Date of the Marriage

The first step in your preparation is a meeting with one of the priests or deacons of the parish for the required PRE-MARRIAGE INTERVIEW. This needs to take place at least six months prior to your contemplated wedding date to allow adequate time. The purpose of this meeting is to help determine that both parties are free and ready to marry. Only after this meeting can a date be set for your wedding. ***Dates are not set, even tentatively, by other staff members or over the telephone.***

## B. Officiant

You must personally contact the priest or deacon you wish to officiate at your wedding. The priest or deacon is the church's "official witness" who asks for and receives your consent; he does this by asking you the three questions in the statement of intentions and by receiving your consent in the exchange of vows.

If you wish a priest or deacon from outside the parish to officiate, you must first contact him and ask that *he, in turn, contact Our Lady of the Assumption*. He will then be asked to confirm in writing that:

- 1) He is willing to officiate.
- 2) He is willing to complete the necessary pre-marital instructions and paperwork.
- 3) The Archbishop of Atlanta has given a priest or deacon from outside our archdiocese the faculties to celebrate the Liturgy at our church.

OLA parish must receive the required documentation at least one month prior to the wedding.

Visiting clergy are expected to follow the policies of OLA parish regarding the conduct of the ceremony and to cooperate with the OLA Wedding Coordinator and Director of Liturgical Music.

## C. OLA Wedding Coordinator

Consultation with the OLA Wedding coordinator at the parish is required for all weddings, whether the officiant is an OLA priest or deacon or not. The parish assigns to each wedding held at OLA a wedding coordinator. The coordinator will contact you after your reservation has been confirmed and your date has been set. The coordinator can answer questions about many of the practical details of your wedding. Your personal wedding consultant, if you choose to have one, functions only under the direction of the priest or deacon, the Director of Liturgical Music, and the OLA wedding coordinator.

## D. THE PEOPLE IN YOUR WEDDING LITURGY

1. The Assembly – as at any liturgy, the fundamental ministry within the wedding liturgy is that of the assembly of people, who gather to celebrate and witness your marriage. Everyone in the church for your wedding is, first and foremost, a member of this assembly: the two of you, Officiant, Deacon, wedding party and the rest of the congregation. The goal of your preparation is to encourage the full and active participation of all, who will gather to celebrate your marriage.
2. The Couple – Since a great deal of attention is focused on you during the celebration, you set the tone for the assembly by your attitudes and behavior. For example, if you are at ease before the liturgy and taking time to greet people as they arrive, people will feel welcome and relaxed. If you enter into the prayers and singing during the liturgy, others in the assembly will be inclined to follow your lead.
3. The Two Witnesses – stand by you during the marriage rite. They need not be Catholic or even baptized; their primary duty is to attest to the fact that the marriage took place. It is customary to have one male ("the best man") and one female ("the maid of honor").

4. Ushers – More and more, this role is being referred to as “the Ministry of Hospitality.” Principal duties are to cordially greet people arriving at the church, give them a program or order of service, and assist them in finding a seat near other guests.
5. The Musicians – The music at your wedding has the power to encourage or stifle the participation of the assembly. The norm in Roman Catholic liturgy is participatory music, that is, the entire assembly should sing the majority of music during the liturgy. A cantor, or leader of song, can significantly enhance the assembly’s participation in the liturgy by reviewing music that may be unfamiliar before the liturgy and providing subtle direction during the liturgy.
6. Readers – You will want to select readers from among the people, who will be at the wedding. Look for people who are good public speakers. OLA parishioners who read regularly at Sunday Mass are also good sources.
7. Communion Ministers (Weddings within Mass only) – With permission of the priest or deacon, Extraordinary Ministers of the Eucharist from other parishes may assist in the distribution of the Holy Eucharist.
8. Altar Servers assist the priest or deacon in a number of ways during the liturgy.

### III. FACILITIES

#### A. Main Church

The main church seats 766 guests. There is a Bride’s Room, which you may use *for pictures* before the ceremony only.

On Saturdays, weddings may be scheduled at 11:30 am, 2:00pm and 7:00pm. For the 11:30 am wedding, the wedding party may arrive as early as 10:30 am for pictures and preparation. The church must then be vacated one and a one-half hours from the time the ceremony commences. Arrival times will be confirmed 2 days before the wedding date to avoid conflict with any funeral that may occur.

In the case of the 2:00pm wedding, the wedding party may arrive as early as 1:00pm for preparation and pictures. Following the ceremony, they must be especially careful to depart promptly and in silence since confessions begin at 4pm.

For a 7:00pm wedding, the wedding party should arrive at the church between 6:00 and 6:30 for preparation and pictures. Care should be taken not to interfere with the regular 5:00pm Mass. Preparations in the church may not begin until after parishioners have exited the building following the evening Mass. Please advise the wedding party and photographers not to enter the narthex until the church is empty. In addition, no one may block parishioners exiting the church facilities, walkways or parking lot after Mass.

#### B. Parish Hall

There is a Parish Hall, which can seat 250 guests, but with a dance floor, it will reduce to 200 guests. The Archdiocese of Atlanta considers wedding receptions non-parish sponsored events.

The archdiocesan risk management guidelines require each group to furnish a certificate of liability insurance for a minimum of \$1,000,000 naming the Our Lady of the Assumption Parish and the Archdiocese as Additional Insureds. You or your family may not have such insurance; and the premium for a half-day event runs as high as \$600 when food was served. The cost was higher if alcohol was part of the event.

Catholic Mutual (the archdiocese’s insurer) has secured Third-Party Special Events coverage through Great American Assurance Company at a cost of \$95.00 per event. Your wedding party is required to complete the **Application Form** (see your Wedding Coordinator) and submit the form to the Atlanta Service Office of Catholic Mutual Group **15 days** in advance of the event. You must also submit to Catholic Mutual a completed Facility Usage Agreement. The individual or group **must attach** to the application a money order or cashier’s check for \$95.00 payable to **Archdiocese of Atlanta**.

Coverage **must** be pre-approved by the Great American Assurance Company. If an application is rejected, the money will be refunded. An event could potentially be denied, if the application and payment is **not** received **15 days** in advance of the activity.

Please call them if you have any questions at 404-876-5995.

Any event using Parish/School facilities and planning to serve alcohol must read the “Policy for Events Serving Alcohol” and fill out the *Event Serving Alcohol Checklist* and submit to the Parish Office no later than four weeks prior to the event.

#### IV. FEES

##### A. Fee Structure

The basic fee is intended to cover costs for our facilities and services and **are payable at the time the wedding reservation is made**. Reservations are not considered confirmed until the fees are fully paid. Checks should be made payable to: Our Lady of the Assumption Catholic Church

The basic fee covers the use of the Church for the wedding and the rehearsal. The Parish Hall for a wedding reception is a separate fee and includes pre and post cleaning. Stipends for clergy, musicians, and altar servers are additional.

##### B. Fee Schedule

Active Parishioners- An active, registered parishioner is an individual who is registered in OLA parish and who has been active in Time, Talent and Treasure for one year prior to the reservation of the wedding date. The determination of whether one is an active parishioner is reserved to the Pastor and is based upon regular attendance at Mass, volunteer work in parish ministries and financial contribution of more than a nominal amount through envelopes or check. Fees are due at the time of booking date.

Main Church (including use of the Bride’s Room)	\$600.00
Main Church – Refundable Deposit	\$400.00

*A refundable fee of \$400.00 will cover unfilled parts of this contract: clean-up, breakage. If all parts of the agreement are fulfilled, OLA will return the entire \$400.00 deposit.*

Wedding Guidelines – Date: 9/14/21

Parish Hall (for wedding reception)	\$600.00
Parish Hall – Refundable Deposit	\$400.00

*A refundable fee of \$400.00 will cover unfilled parts of this contract: clean-up, breakage. If all parts of the agreement are fulfilled, OLA will return the entire \$400.00 deposit.*

Non-parishioners and registered parishioners who are not active

Main Church (including use of the Bride’s Room)	\$1,200.00
Main Church – Refundable Deposit	\$400.00

*This refundable fee of \$400.00 will cover unfilled parts of this contract: clean-up, breakage. If all parts of the agreement are fulfilled, OLA will return the entire \$400.00 deposit.*

Parish Hall (for wedding reception)	\$1,200.00
Parish Hall – Refundable Deposit	\$400.00

*A refundable fee of \$400.00 will cover unfilled parts of this contract: clean-up, breakage. If all parts of the agreement are fulfilled, OLA will return the entire \$400.00 deposit.*

Security

For wedding receptions, we require a policeman to be on duty. The fee is \$120.

C. Officiant Stipend

There is no charge for the administration of sacraments. However, it is customary for the groom to provide a stipend to the Officiant (priest or deacon). The amount is a matter of personal discretion. We suggest that it be commensurate with the overall cost of the wedding. The honorarium should be given to the Officiant at the rehearsal.

It is also customary for the groom to give a stipend to the altar server(s). The suggested amount at OLA is a minimum of \$25.00 for each server.

A refundable fee of \$400.00 will cover unfilled parts of this contract: clean-up, breakage. If all parts of the agreement are fulfilled, OLA will return the entire \$400.00 deposit.

D. Musicians:

Expect to budget approximately \$500 total for a keyboardist and a cantor/soloist. Please note that this is only a guideline. These fees are negotiated individually with the musicians themselves. Other instrumentalists and singers: Standard Market Prices.

E. Refund Policy

If a wedding is cancelled at least six months prior to the date of the ceremony, 80% of the fee is refundable to the party who paid the fee.

If a wedding is cancelled within three to six months of the date of the ceremony, 50% of the fee is refundable to the party who paid the fee.

In cases in which a wedding is cancelled within three months of the ceremony, the fee is non-refundable.

## V. MARRIAGE PREPARATION

Marriage preparation is mandatory. On your first visit, the officiant will discuss how to fulfill this requirement.

- i) Archdiocesan Pre-Cana program - a one-day workshop at the archdiocesan offices
- ii) Engaged Encounter - weekend retreat at an off-campus site
- iii) Marriage Sponsor Couple Program (parish sponsored)

Upon completion of the pre-marriage preparation program, the couple and the officiant will meet to discuss the outcome of the program, review the completion of the necessary documentation and plan the wedding ceremony.

The most important aspect of preparation for the marriage is spiritual: to ensure your readiness to be united in a sacrament before God. This means that both parties should have an active faith involvement. For Catholics, this includes active participation in a Catholic parish - at the very least being registered in a local parish, attending Sunday Mass regularly, and financially supporting the parish... Participation in volunteer parish ministries and financial contribution according to your means are necessary. In a situation in which the bride and groom reside outside the boundaries of the parish, they are encouraged to register in the parish closest to where they live, become active in parish activities, begin marriage preparation there and have their parish clergy officiate at the wedding.

## VI. REQUIRED DOCUMENTATION

At your first meeting, the officiant will complete the "Bride" and "Groom" questionnaires. Each party will meet privately with the officiant.

The following documents are required at the second meeting:

- i). If Catholic, a **recent** copy of your baptismal certificate, issued no more than six months prior to the date, on which it is handed to the officiant. This may be obtained by requesting a copy from the parish, in which you were baptized. It is important to indicate that the certificate is **for the purpose of marriage** since there is a special form of baptismal certificate for marriage preparation. Please request a baptismal certificate "**with all notations.**"
- ii) If non-Catholic, but baptized in another religion, a certificate is required, which has been substantiated with affidavits. (See (iii) below)
- iii) Both parties, whether Catholic or not, must have an affidavit of freedom to marry from two persons. These are usually completed by parents, but may be done by anyone with knowledge of you since early teenage years. A priest, deacon, pastoral minister or a notary public must witness their signature.

iv.) You must obtain a Marriage License. It is illegal in Georgia for clergy to officiate at a marriage unless the license is in hand. Assurances that the license has been issued are not sufficient. The license is ordinarily obtained in the county of residence of either one of the parties.

Fulton County (North Annex) 404-730-4692 or 770-551-7638

DeKalb County 404-371-3035 or 404-371-2746

Cobb County 770-528-1921

We expect the Marriage License to be obtained, along with the return envelope furnished by the County, and to be placed in your file *at least two weeks prior* to the ceremony. The Officiant must approve any other arrangement explicitly.

## VII. PLANNING THE LITURGY

### A. Ceremony

Two months prior to the ceremony, the Officiant will provide a booklet, *Together for Life*, listing the various options you have for the actual ceremony. You will present your selections to the officiant and the Director of Liturgical Music, one month prior to the service. If you fail to provide your own selections, or where any selections are left blank, the officiant will make the selections.

### B. Programs

A well-designed printed program, or order of service, can greatly enhance the assembly's participation in the liturgy. It should include the music that the assembly will be asked to sing, as well as an outline of the liturgy and directions as to when to sit or stand for those, who may be unfamiliar with the Roman Catholic wedding liturgy.

The texts of the vows, the readings and the prayers spoken by the priest or deacon should not be printed. The assembly participates by listening to these parts of the liturgy.

The OLA Director of Liturgical Music will assist in preparing the program and will assist to arrange the necessary permission to reprint the music in your program. Reprinting music, even just the words of a song, without the permission of the publisher is a violation of U.S. Copyright Law.

The benefit of having the music easily accessible to the assembly will be well worth the few phone calls or letters required to obtain reprint permission.

### C. Music

All music for the wedding ceremony must be discussed and approved by the OLA Director of Liturgical Music. The cost of a musician is NOT included in the basic fee. Guidelines for music at the ceremony include:

- i.) Only live music is allowed, no recorded music.
- ii.) All music must be suitable for a Sunday liturgy or sacred in nature with no secular text associated with it. Text for vocal solos is to be limited to sacred music appropriate for a wedding.
- iii.) All musicians, either instrumental or vocal, must perform in the location approved by the OLA Director of Liturgical Music.
- iv.) The OLA Director of Liturgical Music must approve any Guest musician, instrumental musicians and soloists.

### D. Flowers, Candles and Decorations

#### 1. Altar Flowers

The altar flowers directly affect the entire parish. Consequently, the OLA Wedding coordinator, in consultation with OLA's Environment and Art Committee, approves floral arrangement and candle placement. If you wish, you may donate the floral arrangements to OLA for the weekend Masses. You may make arrangements with the OLA Wedding coordinator.

## 2. Other Floral Arrangements

You may use your own florist for floral arrangements in the church or in the chapel. You may place arrangements only in the areas indicated on the supplied OLA church plan. The decision of the OLA Environment and Art Committee about placement of flowers, Sanctuary furnishings, coverings, flag, etc., is binding.

Aisle runners are allowed, but must be removed *immediately* after the ceremony.

## 3. Candles

Candles burn unevenly in the church due to air currents from heating and air conditioning; therefore, we use only oil candles or drip less candles. You may use a Unity Candle.

## 4. Pew Decorations

Pew decorations are discouraged. If used, they must be affixed with plastic clips. *Tacks, staples, tape or putty* are not permitted on the pews, church walls or furnishings. Candles may be included in the pew decoration, provided that they are encased in a hurricane lamp shade and are drip less. Your florist needs to be aware, however, that the floor of the Church is tile and, as a result, there is a high possibility of breakage.

All pew decorations *must be removed immediately following the ceremony*. Your florist must assist you with this clean up. Acceptance and approval of OLA Church guidelines are required. You will be held fully responsible for any damage to the pews or other furnishings as a result of the use of this type of decoration.

## 5. Flower Girls and Ring bearers

Due to liability issues, flower petals, real or artificial, MAY NOT be strewn on the floors. If you choose to have a flower girl or ring bearer in your wedding party, her role is to be strictly symbolic.

## E. Photography and Video

### 1. Photography

The bride and groom make arrangements for photography. Within reason, the photographer is permitted a great deal of leeway. However, the photographer may not enter the sanctuary area (in front of modesty screen/first pew) during the ceremony. OLA does allow flash photography by the official photographer only, during the ceremony, but only from the back of the church. The official photographer, family and friends should keep in mind the sacred nature of the occasion and conduct themselves accordingly. Similarly, the photographer must be dressed appropriately for a formal church service. All people are to conduct themselves in the church with a realization that this is a sacred place and reverential silence is expected. The official photographer may use a rear choir loft during the wedding ceremony. Drone photography is not allowed.

Before the ceremony the photographer may take wedding pictures in the Bride's Room. Please make arrangements with the OLA Wedding coordinator. The photographer is allowed thirty minutes after the ceremony for posed photographs, after which time he/she will be requested to vacate the premises. Any posed photographs involving the officiant are to be taken first. The photographer is required to review the guidelines and *agree by signature* to the policies of OLA Church. (Photographer Agreement attached).

2. Video - The following regulations apply to videotaping weddings:

- a. All video equipment must be set up no later than thirty minutes before the scheduled time of the wedding.
- b. Wireless microphones **may not be worn** by the bride or groom.
- c. Video equipment must be stationary during the ceremony; no "roving" camera is permitted. Use of drones is strictly prohibited.
- d. Cameras may not be set up anywhere in the sanctuary.
- e. No floodlights or any other special lighting may be used during the ceremony.
- f. No wires may be laid down across any aisles.
- g. Nothing may be **taped, pinned stapled or otherwise affixed** in any way to pews, church walls, furnishings or floors.
- h. Persons operating video equipment shall be dressed appropriately for a formal church service and in a manner comparable to the guests in attendance.

OLA Church reserves the right to ask anyone (member of the wedding party, outside wedding consultant, photographer, videographer or other vendor) who violates these rules to either correct the violation immediately or to leave the premises. No exceptions will be made. It is the responsibility of the bride and groom to advise the photographer and videographer of the regulations and to stress our insistence upon compliance. Acknowledgement and agreement to the policies of OLA Church are required by signature. (Videographer Agreement attached).

### VIII. REHEARSAL

A rehearsal is usually scheduled the day before the ceremony. Rehearsal times are scheduled for 5:30pm, 6:30pm or 7:30pm on Friday, prior to the Saturday wedding.

You may change your rehearsal time up to two months prior to the scheduled wedding, if another rehearsal time slot is still free. Please be aware that the entire ceremony is under the direction of OLA priest or deacon in attendance, with the assistance of the OLA Director of Liturgical Music and the OLA Wedding Coordinator. Bridal consultants, if you choose to have them, are not to interfere and may function only under the direction of the officiant and/or the OLA wedding coordinator.

The rehearsal is scheduled for 45 minutes in the church. The rehearsal is limited to the time allotted and will be terminated promptly at the end of that time. The bride and groom are responsible for ensuring prompt attendance of the wedding party. Those attending should be present at least 15 minutes before the scheduled rehearsal time.

### IX. GENERAL REGULATIONS

- No smoking is permitted anywhere in the parish buildings.
- No alcohol may be consumed on parish grounds either at the rehearsal or at the actual ceremony.
- No food or drink, except for water, may be consumed on parish grounds or brought into parish buildings either at the rehearsal or at the actual ceremony.
- **No rice, bird seed, confetti flower petals, or bubbles** may be thrown or used on the parish grounds. Please advise your guests of this policy.
- A receiving line is **not to form** at the back of the church. This should take place at the reception.

- The Bride's Room is for the exclusive use of the bride and her attendants. No one but the bride and bridesmaid(s) may dress at the church. We recommend that items be removed from the Bride's Room prior to the ceremony. Otherwise, assign someone to take charge of personal belongings left in the Bride's Room during the ceremony, ***as the parish cannot accept responsibility for the security of personal items.*** You must remove all items immediately after the ceremony.
- For the sanctity of the church, protection of parish property, security of your guests and for the overall decorum of your wedding, these regulations will be strictly enforced. It is the responsibility of the bride and groom to assure that your suppliers, wedding party, family and guests are aware of and observe these regulations.

**X. CANCELLATION POLICY:**

OLA reserves the right to cancel the wedding if the legal requirements under State or Church law are not met. In the event of cancellation for any reason, please refer to Section IV (E) above for the refund policy for wedding fees.

To reserve your wedding, please sign the attached ACKNOWLEDGEMENT OF RESPONSIBILITY and return it together with your payment of the applicable wedding fee to:

Pastor's Secretary  
Our Lady Assumption Catholic Church  
1406 Hearst Drive, N.E.  
Brookhaven, GA 30319  
Phone: (404)261-7181, ext. 128

If you pay online, please refer to the websites given to you when the wedding is booked on our calendar.

**ACKNOWLEDGEMENT OF RESPONSIBILITY**

As the couple to be married at Our Lady of the Assumption Catholic Church, we acknowledge that we are the Parties responsible for the Wedding, scheduled on \_\_\_\_\_(Date and Time).

We have been provided a copy of the *Guidelines for Arranging a Wedding at Our Lady of the Assumption Catholic Church*. Each of us hereby acknowledges that he/she has read the booklet, that he/she understands the policies and procedures set forth therein, that he/she has had the opportunity to clarify its comments and that he/she agrees to abide by the provisions therein.

We further acknowledge and accept responsibility to relay all pertinent information to our suppliers, all member of the wedding party, and all other Parties involved in the wedding.

Bride \_\_\_\_\_ Groom \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print)

Witness \_\_\_\_\_ DATE \_\_\_\_\_

Witness \_\_\_\_\_ DATE \_\_\_\_\_

Return to: Our Lady of the Assumption Catholic Church, 1406 Hearst Drive, Atlanta, GA 30319  
Email: [kkotara@olachurch.org](mailto:kkotara@olachurch.org)

## Our Lady of the Assumption Catholic Church

Wedding Name: \_\_\_\_\_

Date of Wedding: \_\_\_\_\_

Time of Wedding: \_\_\_\_\_

### FLORIST AGREEMENT

Please review the policies regarding wedding flowers, candles and pew decorations at Our Lady of the Assumption. We ask that you review them carefully and acknowledge your agreement below. The signatures must be that of the actual provider or a corporate officer with authority to enforce these regulations. The signed agreement must be received at OLA no later than four weeks prior to the wedding.

**FLORAL ARRANGEMENTS:** An outside florist may be engaged for floral arrangements in the church; however, arrangements may not be placed on the altar or in its immediate vicinity, or in any location which would affect the other liturgies and events. The decision of the OLA wedding coordinator in consultation with the Environment and Art Committee about placement of flowers is final. Sanctuary furnishings, coverings, flags, etc. may not be moved. The OLA wedding coordinator must verify that any outside florist has been approved to handle weddings at the parish.

**CANDLES:** Candles burn unevenly in both the church and chapel due to air currents from heating and air conditioning, therefore we use only oil or drip less candles.

**PEW DECORATIONS:** Pew decorations are discouraged. If used, they must be affixed with plastic clips. *Tacks, staples, tape or putty* are not permitted on the church walls, pews, or other furnishings. Candles may be included in the pew decoration, provided that they are encased in a hurricane lamp shade and are drip less. Please be aware, however, that the floor of the church is tile and as a result, there is a high possibility of breakage. All pew decorations must be removed immediately following the ceremony. The florist must assist with this clean up, which is to be completed immediately following the ceremony in such a manner as not to interfere with the photographer. Acceptance and approval of OLA Church guidelines are required. You will be held fully responsible for any damage to the pews or other furnishings as a result of the use of this type of decoration.

**FLOWER GIRLS:** Flower petals, real or artificial, may not be strewn on the floors. If there is a flower girl in the wedding party, her role is to be strictly symbolic.

Business Name \_\_\_\_\_

Florist Signature \_\_\_\_\_

(Print) \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Return to: Our Lady of the Assumption Catholic Church, 1406 Hearst Drive, Atlanta, GA 30319

Email: [kkotara@olachurch.org](mailto:kkotara@olachurch.org)

## Our Lady of the Assumption Catholic Church

Wedding Name : \_\_\_\_\_

Date of Wedding \_\_\_\_\_

Time of Wedding: \_\_\_\_\_

### PHOTOGRAPHER AGREEMENT

Please review the policies regarding wedding photography at Our Lady Assumption Catholic Church. We ask that you review them carefully and acknowledge your agreement below. Your signed agreement must be received at Our Lady Assumption no later than four weeks prior to the date of the wedding.

#### PHOTOGRAPHY

The bride and groom make their own arrangements for photography. Within reason, the photographer is permitted some leeway; however, the photographer may not enter the altar area during the ceremony and may not come past the first pew. OLA does allow flash photography during the ceremony from the back of the church. The official photographer, family and friends should keep in mind the sacred nature of the occasion and conduct themselves accordingly. Similarly, the photographer must be dressed appropriately for a formal church service. The photographer is allowed thirty minutes after the ceremony for posed photographs, after which time he/she will be requested to vacate the premises. Any posed photographs involving the officiant are to be taken first, during the photo session after the ceremony.

The photographer is the person principally charged with insuring that a respectful decorum, consistent with the sacred nature of the space is observed. In the event the photographer has difficulties enforcing this, he/she may request the assistance of the OLA Wedding coordinator. The photographer is required to review the guidelines and agree by signature to the policies of Our Lady of the Assumption Church.

Use of drones strictly prohibited.

OLA parish reserves the right to ask any photographer who violates these rules to either correct the violation immediately or to leave the premises. No exceptions will be made. Acknowledgement and agreement is required by signature.

Business Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

DATE: \_\_\_\_\_

Return to: Our Lady of the Assumption Catholic Church, 1406 Hearst Drive, Atlanta, GA 30319  
Email: [kkotara@olachurch.org](mailto:kkotara@olachurch.org)

## Our Lady of the Assumption Catholic Church

Wedding Name: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

### VIDEOGRAPHER AGREEMENT

Please review the policies regarding videotaping weddings at Our Lady Assumption Catholic Church. We ask that you review them carefully and acknowledge your agreement below. Your signed agreement must be received at OLA no later than four weeks prior to the date of the wedding.

#### VIDEO

The following regulations apply to videotaping weddings:

- a. All video equipment must be set up no later than thirty minutes before the scheduled time of the wedding. Please see the Wedding Coordinator to determine the location to set up.
- b. Use of drones strictly prohibited.
- c. The bride or groom may not wear wireless microphones.
- d. Video equipment must be stationery during the ceremony; no "roving" camera is permitted.
- e. Cameras may not be set up anywhere in the sanctuary or side chapel areas.
- f. No floodlights or any other special lighting may be used during the ceremony.
- g. No wires may be laid down across any aisles.
- h. Nothing may be *taped, pinned, stapled or otherwise affixed* in any way to the pews, Church walls, furnishings or floors.
- i. Persons operating video equipment shall be dressed appropriately for a formal church service and in a manner comparable to the guests in attendance.

OLA reserves the right to ask any Videographer, who violates these rules, to either correct the violation immediately or to leave the premises. No exceptions will be made. Acknowledgement and agreement is required by signature.

Business Name: \_\_\_\_\_

Videographer Signature~ \_\_\_\_\_

Print Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Return to:

Our Lady of the Assumption Catholic Church, 1406 Hearst Drive, Atlanta, GA 30319  
Email: [kkotara@olachurch.org](mailto:kkotara@olachurch.org)