



Wedding Information Sheet

**Thank you for choosing Knox United Church for your wedding ceremony.
The information below will help you prepare for your wedding.**

1. **Officiant:** The Knox minister will be the primary officiant for your ceremony. However, you are welcome to invite another minister to participate in a secondary role. The Knox minister will contact you three months before your wedding date to plan your wedding ceremony.
2. **Music for your Wedding:** A form is included to assist you in making informed music choices for your wedding ceremony. You can listen to audio clips at <https://www.kxcalgary.com/weddings>
3. **The sound system:** Knox provides a sound technician for microphone needs should you chose to invite soloists and/or readers to participate in your wedding ceremony. Only the Knox sound technician is permitted to use the Knox sound system.
4. **Receptions:** Please contact the Knox Wedding Coordinator to discuss the options for your reception.
5. **Decorating:** You have approximately 60 minutes before your ceremony for setup and approximately 30 minutes after for removing the decorations. Please be aware that you are sharing the Sanctuary with other couples whose ceremony may be preceding or following yours. **Do not bring decorations to the church at the rehearsal.** We are unable to store them.
6. **Flower delivery:** At your rehearsal, please arrange with the Knox Wedding Coordinator a time for flower delivery the next day.
7. **Pew bows:** Must be attached with ribbon or elastic bands. Tape and nails are not permitted. It is best to bring in a sample bow beforehand to make sure that it hangs properly. This will save the rush to make last minute changes or adjustments.

8. **Confetti:** We do not allow the use of confetti or any other items such as flower petals, rice or bird seed inside or outside the church. Bubbles can be used outside of the church.
9. **Candles:** If you are lighting a unity candle and family candles, **only dripless candles are allowed.** You must provide your own candles and candleholders. Your candleholders must be sturdy and stable to prevent tipping.
10. **Wheelchair access:** Available through the Fourth Street entrance. Please note that this door is locked once the groom's party has arrived. Be sure to tell the Knox Wedding Coordinator at the rehearsal if the elevator will be needed at the wedding service.
11. **Wedding planner:** Your wedding planner can relax during the rehearsal and at your ceremony, as the Knox staff will look after details of the service. A wedding planner can be helpful in matters like making sure candles, flowers, and pew bows are in place before guests arrive and that the wedding party is at the church on time.
12. **Photography/Videography:** In order to ensure a minimum of distractions during your ceremony, we ask that your guests take photographs only during the Processional, the signing of the Marriage Register and the Recessional.

Your official photographer/videographer must meet with Minister 30 minutes prior to the commencement of your wedding ceremony. We expect that your photographer/videographer will conduct themselves in a professional manner to meet your specific needs, being ever mindful that your wedding ceremony is a sacred and holy event.

*Please make any changes or special arrangements
at least thirty days prior to your wedding day.*

*We hope that Knox will provide the perfect setting for your ceremony,
and we welcome any questions you may have.*