

Stage Use Guidelines for the Chapel

All stage decorations and their placement must be coordinated with the Cherry Hills media department prior to their placement on the stage.

All set pieces and props must be free standing. No decorations may be attached to the walls, lighting pipes or ceiling.

Pieces may be secured using sand bags and other weighted objects.

Screws, nails, glue, or anything that may damage the stage floor may not be used.

Bottoms of set pieces must be free of nails, screw heads, or other materials that may damage the surface of the stage.

No waterfalls or other set pieces using water are allowed.

Use of fog machines or hazers must be approved by the media department at least 30 days prior to the wedding.

All lighting of set pieces on the stage is to be supervised by the media department. Nothing is to be plugged in to the stage power receptacles without media department approval.

A stage diagram will be filled out by the wedding coordinator and signed by the bride. The diagram will show the placement of floral arrangements, altar table, candelabras and musicians. Submitted for approval 30 days prior to the wedding date. The Cherry Hills media staff will be responsible for setting up the stage based on the contents of this diagram.

The stage will not be set for the rehearsal, but on the day of the wedding.

