

*Planning
Your Wedding*



at

TEMPLE EMANU-EL

GETTING STARTED

*Y*ou've heard it before...it's never too early to start planning your wedding. Whether you are looking to next year or next summer, now is the time to start making important decisions. And one of the biggest decisions you will make is where to hold your ceremony.

At Temple Emanu-El, we strive to make each wedding a reflection of the decorum, dignity and beauty associated with our historic Sanctuaries and Congregation. While in some areas we provide guidelines, we also try to honor the expression of each couple's uniqueness.



Please take the time to read through this booklet. Let it be your guide to a joyous, beautiful and memorable event.

We look forward to helping you plan your wedding.

*Mark H. Heutlinger,
Administrator*

*Sherry Nehmer,
Assoc. Director of Administration*

INVITATIONS

It may seem obvious to you what information should be included on your wedding invitation, but here is some information to help you with the specifics of spelling, address and designation of time. Before you print your invitation, please check the following:

NAME OF THE TEMPLE

Please list the location of the ceremony as either **Temple Emanu-El** or **Congregation Emanu-El of the City of New York**

If you choose the shorter name, make sure to include “New York City” or “Manhattan” after Temple Emanu-El. (There are two dozen synagogues of the same name in the tri-state area, and you’ll want to help out-of-town guests reach the proper destination.) Please be sure to spell “Emanu-El” as it appears above.

STREET ADDRESS

Please specify “Fifth Avenue and Sixty-fifth Street” or “Fifth Avenue at Sixty-fifth Street,” spelled out as indicated. You don’t need to specify Main Sanctuary or Beth-El Chapel, as your guests will use the same entrance no matter which you choose. To make sure guests enter in the right place, please do **NOT** list our other address, One East 65th Street.

INVITATION PROOFS

We would appreciate seeing the proof of your invitation before it is printed. This will help ensure that all are in agreement over details of time and place.



At Temple Emanu-El, we have a tradition of beginning events promptly, including weddings. Because we want your day to go as smoothly as possible and because we know setting the time of your wedding can seem a daunting task, we offer the schedule below to help answer your questions and assist you in planning your wedding day.

CEREMONY SCHEDULE

Please note that “TIME” refers to the hour printed on your wedding invitations. The ceremony will start 15 minutes after the time stated on your invitation.

- **One hour before TIME:**
Bridal party arrives at One East 65th Street.
- **One-half hour before TIME:**
Doors on Fifth Avenue open to admit guests.
- **Fifteen minutes before TIME:**
Organ prelude begins.
- **ON TIME:**
Marriage license signed in Rabbis’ Robing Room.
- **Fifteen minutes after TIME:**
Wedding processional begins.

Here is an example of how this works:

- Time printed on invitation—5:00 p.m.
- 4:00 p.m. — Bridal party arrives.
- 4:30 p.m. — Guests start to enter.
- 4:45 p.m. — Organ prelude begins.
- 5:00 p.m. — License signed and witnessed.
- 5:15 p.m. — Wedding procession begins.

LENGTH OF CEREMONY

Your wedding will last between 20 and 30 minutes.

RECEPTION TIME

If your reception is in the area, plan on it starting **one hour after TIME.**

CEREMONY TIME



FLOWERS



In addition to personal flowers, you may wish to have floral decorations in the Sanctuary. Your florist may suggest various bouquets, arrangements or pew markers; it is important that you meet with the Temple staff before making final decisions about these decorations. We would be pleased to meet with you and your florist so he or she may get a better idea of the proportions and design of our Sanctuaries.

For your safety and that of your guests, and to protect fragile surfaces within the Temple, please note the following:

- Ribbon, string or rubber bands may be used to attach floral decorations to the pews. Nothing may be attached to walls or columns.
- Flower petals, confetti, rice, candy, birdseed, bubbles or other substances may not be thrown in the Sanctuaries or in front of the building.
- Candles and aisle runners are not permitted.
- At least 14 days before the wedding, your florist will be required to provide certificates to the Temple Office with evidence of insurance coverage for workman's compensation, public liability and property damage.
- While chuppahs are not required, should you decide to use one, please consult us before placing your order with a florist. It is a good idea to consider the size of the chuppah when you look at the Main Sanctuary. In the Beth-El Chapel, the configuration of the bimah sometimes makes it difficult to find a chuppah that fits. We will be glad to provide you with the name and address of a place where you may find a chuppah custom-designed for the space.



At Temple Emanu-El, we want to preserve the sanctity and dignity of the ceremony for you and your guests, while enabling your photographer to provide lasting reminders of a very special day. This is accomplished by allowing special times and arrangements for the taking of pictures:

- A pre- or post-wedding photo shoot can be arranged, depending on the Temple's daily schedule. This will allow you the opportunity to pose formal portraits in the setting where your wedding will take place. Please contact the office to set up a time.
- Once the doors are opened to admit the Congregation, photographers and videographers must leave the Sanctuary and the Lobby, but they may go to the Bride's Room or the Rabbi's Robing Room to take informal shots.
- The photographer may go to the Chapel Choir Loft or the Temple Gallery, to take a single time-exposure shot (no lights) at the end of the ceremony as the bride and groom begin the recessional.
- Except for the scheduled photo shoot, flash bulbs may not be used inside the Temple. We will gently remind your guests of this as they enter the Sanctuary.
- Video may be made of the ceremony (with no additional lighting) by a stationary camera shooting from the Temple Gallery or the Chapel Choir Loft. A wireless mike clipped to the groom's lapel will provide the best clarity of sound for your tape.

We would be happy to discuss all details with your photographer and videographer.

PHOTOGRAPHY

RECEPTIONS



Temple Emanu-El is pleased to be able to offer our magnificent spaces not only for life-cycle events, such as weddings, baby namings or even that special birthday, but also for the celebrations associated with them. We are here to make your event memorable and to help you and your guests enjoy the experience free of stress and worry. To that end, we are working hand-in-hand with Great Performances—one of the foremost catering companies in New York City.

Once a date and time for your reception are agreed upon through the Temple Administrative Office, we will put you in touch directly with the staff of Great Performances, who will work closely with you to discuss menus and other catering issues. Your room rental fee will be determined by location.

LOCATIONS

- Isaac Mayer Wise Hall (One E. 65th Street)—300 seated without dance space; 250 seated with dance space
- Gene L. Blumenthal Hall (10 E. 66th Street)—200 seated; 150 seated with dance space
- Leventritt Room (One E. 65th Street)—100 seated

USE OF FACILITIES

- Evening events are limited to six hours and must conclude by midnight; an additional fee will be required if special arrangements are made to exceed that time limit.
- Afternoon events are limited to four hours and must conclude by 6 p.m., unless special arrangements are made.



In order to be married at Temple Emanu-El—or anywhere else in New York—you must provide a valid marriage license from any borough, town, county or city in New York State. It is not necessary to get the license in New York City. Be aware that each county has slightly different rules about obtaining one. **You must have the license on the day of the wedding or the Rabbi will not be able to legally marry you—You can give it to the Rabbi ahead of time.** Wherever you choose to get the license, remember to check for how long it will be valid. Do not get the license too early or it may expire before the wedding date!

Here are some general facts—although you should double-check ahead of time about costs and method of payment:

- No blood tests are required.
- The license usually is good for 60 days.
- You and your fiancé must get the license together.
- You must bring documentary proof of age—driver's license, passport, birth certificate.
- The license costs \$30 (New York City).
- You can go to the Municipal Building in any of the five boroughs or to any county courthouse in the State of New York.
- If you go to one of the Municipal Buildings in Manhattan, the Bronx, Brooklyn, Queens or Staten Island, **you cannot pay with cash or a personal check.** You must pay with a money order made out to “City Clerk of New York.”

MARRIAGE LICENSE

WEDDING MEETING

Once you've decided to hold your wedding at Temple Emanu-El, you must arrange a preliminary meeting—to last a little more than an hour—at which we will finalize the date and time of your wedding and, more important, which member or members of the clergy will officiate. **(A meeting with you, your fiancé and one of our Rabbis to discuss the ceremony must be set up well in advance of the wedding.)**

Here is a list of the main topics to be discussed at your preliminary wedding meeting, so that you may start thinking about them:

- Location—Main Sanctuary or Beth-El Chapel
- Rehearsal date and alternate
- Number of guests (estimated)
- Members of the wedding party (number, relationships and responsibilities)
- Special seating requirements/problems
- Where the bride will dress
- Transportation to and from the synagogue
- Wedding-day logistics and schedule
- To see or not to see—bride and groom before the wedding
- Photo session scheduling
- Location of reception
- Names of witnesses
- Traditions—chuppah, ketubah, kiddush cup, breaking of glass
- Musical choices (You will receive a tape that you can take away and listen to at home.)

We also will review the information in this booklet and answer any questions you may have.



Please note the following:

- Temple Emanu-El requires that you, your fiancé or your parents (if you are under age 25) be members of the Congregation in good standing.
- The amount of your donation to the Temple depends on which Sanctuary you wish to use. During your meeting, we would be happy to give you a brief tour of both the Main Sanctuary and the Beth-El Chapel so that you may look at these spaces “with a bride’s eye” and decide which best suits your needs.
- Our Temple organist will play at your wedding and rehearsal unless other musical arrangements are made. We would be happy to discuss the fee during the initial meeting.
- There is never any charge for Rabbinic or Cantorial services for members of our Congregation. However, it is appropriate after the wedding to express your thanks to the officiating Rabbi by making a donation to the Temple in honor of your joyous event.

When you are ready to schedule your meeting, please call the Temple Office at (212) 744-1400, ext. 210. Although you are welcome to bring others to the first meeting, it is only important that **YOU** be there—and anyone else who will be instrumental in helping you make final decisions.



TEMPLE EMANU-EL'S LEADERSHIP

Dr. David M. Posner
Senior Rabbi

Amy B. Ehrlich
Associate Rabbi

Howard J. Goldsmith
Assistant Rabbi

Dr. Ronald B. Sobel
Senior Rabbi Emeritus

Lori Corrsin
Cantor

Dr. Mark W. Weisstuch
Administrative Vice President

Mark H. Heutlinger
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Sherry Nehmer
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CONGREGATION EMANU-EL OF THE CITY OF NEW YORK

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