

Wedding Information & Policies:  
**DUKE UNIVERSITY CHAPEL**

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*We are delighted that you are considering holding your wedding ceremony at Duke Chapel. Those who built Duke University's West Campus gave the University a wonderful place in which students, faculty, and staff could worship God and gather for significant moments in the University's life as well as their own. The purpose of the Chapel is to keep the heart of the University listening to the heart of God. By choosing to get married at Duke Chapel, you are seeking to enact this most intimate moment of your lives in a place where people gather in large numbers to listen to the heart of God. May you hear God's voice, know God's blessing, and keep close to the heart of God throughout your lives together.*

## Your Marriage

A marriage is a legal contract and a sacred covenant between two people. By choosing to hold the ceremony in a public building and inviting guests, you are recognizing that your new life affects the lives of many other people, and that you will need their support if you are to sustain your life together. Everything about the ceremony testifies to the significance of the choice you are making and the roles that faith, family, friends, and one another will play in supporting your marriage amid the sometimes stormy seas of changing emotions, fragile health, family pressures, profound temptations, and economic uncertainty. While the Chapel's grand architecture provides a beautiful setting for your "perfect day," at a deeper level it points to the covenant of your marriage—to live a life shared in community.

## Your Wedding Day

This document outlines our policies and guidelines, and offers our best advice to help you plan your wedding at Duke Chapel. Some of the policies are quite strict. This is out of respect for three constituencies:

- (1) *Those who inhabit the West Campus of Duke University.* The campus is a place of life and activity, and often there are other planned and impromptu events taking place. Your wedding may not be the only event on campus. This often affects parking, and specific details may be worked out with the wedding and event coordinator.
- (2) *Those with other events taking place at Duke Chapel.* Most of our concerns about timing (e.g. in relation to flowers and photography) are to ensure that every event, including other weddings taking place the same day, go off without a hitch.
- (3) *Those who are part of the worship life of Duke Chapel, and who look to the Chapel as a place of holiness, dignity, and leadership in Christian liturgy.* Our concerns about music, photography, flowers, and the general 'feel' of the event are derived from a desire for everything that happens at Duke Chapel to glorify God, and be in keeping with the reputation of the building and its traditions.

Please read all Chapel policies thoroughly before making a reservation. Once the Wedding Reservation Form and Contract is completed and returned to the Chapel along with payment of the non-refundable deposit due, it becomes a binding contract of acceptance and understanding of the terms and conditions noted in this document.

## Your Life Together

Once again we wish you well for your wedding day and your life together. We hope you discover that love doesn't teach you what marriage means – it is marriage that teaches you what love means. It is our prayer that you may be blessed with the gifts you need to make your life together a blessing to yourselves and others.

## Making a Reservation

**ELIGIBILITY:** In order to schedule a wedding or reaffirmation of wedding vows in Duke Chapel, at least one member of the wedding couple – or one of their parents or grandparents – must be a current full-time Duke student, a graduate of Duke University, a current full-time Duke employee, a current member of the Board of Trustees, or a faculty or staff member who retired from Duke after 15 or more years of continuous service to the University. The Chapel welcomes same-sex weddings and weddings of any or no faith.

Please contact the Wedding Coordinator by email ([chapelweddings@duke.edu](mailto:chapelweddings@duke.edu)) to verify your eligibility, check available wedding dates, and make a reservation for your ceremony and rehearsal.

**SCHEDULE:** Weddings are scheduled on Saturdays at the following times:

- **12 o'clock noon** (reserved time 10:45 a.m.-1:30 p.m.)
- **3:00 p.m.** (reserved time 1:45-4:30 p.m.)
- **6:00 p.m.** (reserved time 4:45-7:30 p.m.)

Rehearsals for Saturday weddings are scheduled for 60-75 minutes on Fridays at the following times: 3:00-4:15 p.m., 4:30-5:45 p.m., and 6:00-7:15 p.m. During the summer, Sunday afternoon weddings are sometimes available at **4:00 p.m.** with rehearsals on Saturday evenings at 7:45 p.m.

Reservations may be made no more than one year in advance of the wedding month and no less than six weeks before the wedding date. Wedding sign-ups occur at 8:30am on the first business day of the month in the Chapel narthex. For example, on Monday May 1, 2017 at 8:30 a.m. the reservation book opens for all available wedding dates in May 2018. We operate on a first-come, first-serve basis. As such, couples who sign up in-person at 8:30 a.m. in the Chapel narthex are given first priority, and then we turn to our phone and email requests.

**Please note that a number of weekends throughout the year are devoted to worship and University events, such as concerts, recitals, and convocations. 1-2 weeks prior to monthly sign-ups, couples are encouraged to contact the Wedding Coordinator for a list of available wedding dates and times.**

When a reservation for a wedding is made, the Chapel is reserved for a 75-minute rehearsal the day before the wedding and a 2-hour-and-45-minute block of time on the wedding day. **Staying within these blocks of time is absolutely essential.**

For example, if your reservation is made for a 6:00 p.m. ceremony, your schedule will be:

4:45	Reservation begins – bride arrives; flowers delivered; decorations set
5:00-5:20	Groom arrives at Chapel; photos of groom's party
5:30-5:55	Pre-wedding music; guests seated; photos of bridal party
6:00	Wedding ceremony begins
End of ceremony 'til 7:20	Wedding photographs
7:20	Exit Chapel; move cars
7:30	Reservation ends

In order to avoid any misunderstanding about the exact dates and times of your wedding and rehearsal, please confirm your wedding date and time with the Wedding Coordinator before ordering invitations.

**CONTRACT & DEPOSIT:** Once the reservation has been made, your completed and signed *Wedding Information Form and Contract* and nonrefundable deposit of \$500 is due within ten (10) business days. Please make the check payable to “Duke University Chapel” and mail to:

Duke University Chapel, Attn: Weddings  
401 Chapel Drive, Box 90974  
Durham, NC 27708-0974

Receipt of these items will secure your reservation. If, after 10 business days from the calendar entry date, the deposit and information form have not been received, the reservation will be canceled. Should the wedding party wish to cancel the reservation at any time, the Wedding Coordinator must be notified.

**POSTPONEMENTS:** If necessary, one postponement will be honored with the original deposit if you call at least 4 months prior to the original wedding date, and if you reschedule at that time for a date within one year of the original wedding date.

## **Fees & Payment Schedule**

Use of the Chapel, the Chapel Wedding Director and Assistant Director, Technical Services, Housekeeping, and parking for wedding party:

- **\$500** – Non-refundable deposit due with completed contract within ten (10) business days of making your wedding reservation;
- **\$1,250** – Balance due 4-6 weeks before your wedding, prior to your pre-rehearsal consultation with the wedding director; this balance is nonrefundable if the wedding is cancelled within 30 days of the scheduled ceremony;
- **\$350** – Organist fee due 4-6 weeks before your wedding, prior to your music consultation with the Chapel Organist or designated substitute.

**Failure to pay the remaining balance prior to scheduled wedding date may result in cancellation of the wedding service at the discretion of Duke University Chapel.**

## **Payment Options & Details**

Checks for the balance due (\$1,250) and the organist fee (\$350) may be submitted separately, or you may combine the amounts and submit only one check (\$1,600). In the memo line of the check, please write your last names and your wedding date; e.g., “Rogers/Morris, 12/21.” Unfortunately, the Chapel cannot accept payments via credit card. All checks should be made payable to “Duke University Chapel” and mailed to:

Duke University Chapel, Attn: Weddings  
401 Chapel Drive, Box 90974  
Durham, NC 27708-0974

## Technical Services

It is the responsibility of the couple to make arrangements for amplification of sound for the wedding ceremony by contacting Duke Technical Services ([techsvcs@duke.edu](mailto:techsvcs@duke.edu)) no later than six weeks prior to the wedding. Duke Technical Services will provide a CD (sound-only) recording of your wedding, which will be available immediately following the ceremony.

When you reach out to Technical Services, please include number of ministers; number of readers; whether anyone will be speaking from a wheelchair; whether you will have a string quartet, soloist, or other musicians; and whether you will have a videographer. Also, please be sure to note your first and last names and the date and time of your wedding.

## Wedding Directors

A Chapel wedding director is required for each rehearsal and wedding ceremony in the Chapel. Our Chapel wedding directors have been trained in the special intricacies of Chapel weddings, and will work with each couple to ensure that all Chapel policies are understood and that a timely flow of the day's proceedings occurs with smooth transitions between weddings.

Please contact the Wedding Coordinator approximately six to eight weeks before the wedding in order to learn the name and contact information of your wedding director. At that time you may schedule a pre-rehearsal consultation to work through the details of your rehearsal and wedding day.

The pre-rehearsal consultation with your Chapel wedding director is a time for the wedding director and the couple to get to know one another and discuss all aspects of the wedding (including placement of attendants, seating of special guests, and assignments of specific ushers to mothers/grandmothers, etc.). The couple will be shown the altar area, the waiting and dressing area, the side courtyards, and the arcades where photos may be taken prior to the wedding. You are welcome to bring a parent or a friend to assist with these decisions if you feel this would be helpful, but please note that this consultation is not a time to include vendors such as private wedding planners, florists, and photographers. The consultation will last approximately 1 hour.

The Chapel wedding fee balance of \$1250 and the organist fee of \$350 (payable to Duke University Chapel) should be paid by this time.

**Please note: If you are planning to hire a private wedding planner who is not on the Chapel's list of preferred vendors, please read "*Protocols for Wedding Planners at Duke University Chapel*" in Appendix V on page 27 of this document.**

## Chapel Organist

The Chapel Organist is required for each wedding ceremony in the Chapel, and should be contacted no later than six weeks prior to the wedding date. At this time, the organist will suggest a date and time for your music consultation, which is scheduled approximately one month prior to the wedding date. The Organist's fee of \$350 (payable to "Duke University Chapel") should be mailed to the Chapel Wedding Coordinator prior to the consultation.

Please see the attached policies (beginning on p. 13) concerning music and review them carefully before your consultation with the organist. It is the responsibility of the couple to inform members of the wedding party and hired professionals of the policies pertaining to music for Chapel weddings.

**Please note: the Chapel Organist should be consulted on all aspects of the music for the ceremony before any wedding music and additional music personnel are selected.**

## Parking

Parking is available in front of Duke University Chapel on wedding days for the wedding party. The fee for this service is included in the Chapel wedding fee. You may use this parking only during the time you have reserved for your wedding.

- A parking officer will be contracted to reserve 30 spaces on the day of your wedding. Once these spaces are filled, the parking officer will direct your guests to other available spaces on campus.
- Guests and participants not parking in these reserved spaces may park in the Bryan Center parking deck (PG4) located behind the Chapel on Science Drive. Parking in the Bryan Center deck normally costs \$2 per hour, cash or credit. When there is an event on campus, there may be a \$5 cash-only event parking charge.
- If desired, you may purchase parking vouchers from Duke Parking & Transportation to distribute to your guests before your wedding. To purchase vouchers, please complete the Special Events Parking Form ([http://parking.duke.edu/event\\_planning/special2.php](http://parking.duke.edu/event_planning/special2.php)) then email Zachary Pearce to arrange payment ([zachary.pearce@duke.edu](mailto:zachary.pearce@duke.edu)). Payment can be made either in person at the Duke Parking Office at 302 Science Drive, or you are welcome to mail them a check. Credit card information cannot be given over the phone. **To ensure that you receive your vouchers in time, please contact Duke Parking & Transportation at least 2 weeks before you plan to distribute the vouchers to your guests.**
- If you have scheduled an on-campus reception, please remind your guests that their cars should be moved from the front of the Chapel to the reception site immediately following the ceremony. (Perhaps a note to that effect can be included in your program.)
- Please note that the parking fee does not include parking for wedding rehearsals; therefore, please instruct members of your wedding party to allow ample time to locate parking in the deck or arrange to have a driver drop off wedding participants before the scheduled rehearsal time.

## Programs

You are responsible for printing programs. To guide you in correctly preparing your program, you may request sample programs and templates from the Wedding Coordinator or your assigned wedding director.

- If you desire a picture of the Chapel on the cover of your program, please consider using the sketch available on the Chapel weddings website: <https://chapel.duke.edu/worship/weddings>
- In your program, please remind guests that they should not take photos during the ceremony.
- Please note that 5 copies of your wedding program are requested at the wedding rehearsal. Please give these to your wedding director, who will in turn distribute the programs to the minister, organist, wedding assistant, and sound technician.
- Please include the names of your Chapel Wedding Director and Organist in your wedding program.

## The Wedding Rehearsal

It is essential that all members of the wedding party be present and ON TIME for the rehearsal. This includes attendants, readers, ushers, parents, and clergy. In the event of late arrival, the wedding director and minister maintain the prerogative to cancel the rehearsal.

**The rehearsal should start on time and will last approximately 60-75 minutes.**

**It will not be possible to extend this time if you are late.**

- Your wedding director will assist the minister by welcoming the wedding party to the Chapel and directing the rehearsal. She will instruct participants regarding their individual roles in the upcoming ceremony, as well as review a schedule of the reserved time in the Chapel and help determine positions and movement during the ceremony.
- Please have five copies of your wedding program available for the wedding director at the rehearsal.
- If you have made arrangements for parking passes for reserved spaces in front of the Chapel will be distributed at the rehearsal. Please note that the parking fee does not include parking for wedding rehearsals; therefore, please instruct members of your wedding party to allow ample time to locate parking in the deck at the back of the Chapel or have a driver drop off wedding participants.

If you would like to arrange parking for your rehearsal, you may pre-purchase vouchers from Duke Parking & Transportation to distribute to your guests. To purchase vouchers, please complete the Special Events Parking Form ([http://parking.duke.edu/event\\_planning/special2.php](http://parking.duke.edu/event_planning/special2.php)) then email Zachary Pearce to arrange payment ([zachary.pearce@duke.edu](mailto:zachary.pearce@duke.edu)). **To ensure that you receive your vouchers in time, please contact Duke Parking & Transportation at least 2 weeks before your rehearsal date.**

# The Wedding Day

**Please note: Weddings shall begin on time!**

The wedding director and the minister maintain the prerogative to cancel the wedding in the event that the start of the wedding is delayed by late arrival of the couple.

**Dressing Areas in the Chapel:** The Chapel parlor is available to brides as a dressing room during the first 45 minutes of the reservation.

- Everyone should arrive with hair and make-up ready, as time allows only for touch-ups.
- Please hang the wedding gown on the wall hook in the parlor, not on the chandelier.
- Only brides may dress at the Chapel. Attendants and mothers should arrive already dressed for the wedding.
- There are no facilities for men to dress in the Chapel. They, too, should arrive already dressed for the wedding.
- All personal items should be removed from the parlor when the bridal party moves upstairs, approximately 30 minutes before the start of the ceremony. Items should be sent to cars or, for easy retrieval after the wedding, placed on the back pew near the greeter's desk. It would be helpful to assign one person to double-check the parlor and the pew after the ceremony.
- All florist boxes/vases, garment bags, programs, etc. are to be removed from the Chapel after the ceremony. The Chapel should be left exactly as it was prior to the ceremony.
- The Chapel cannot accept responsibility for any valuables left anywhere at any time in the Chapel.

**Nursery Facilities:** We do not offer nursery facilities at the Chapel.

**Wheelchair Access:** There is one wheelchair-accessible entrance nearest the Divinity School. Facing the Chapel, directional signs are posted along the walkway on the right.

**Wedding Director:** Your assigned wedding director will be at the Chapel to greet the wedding party upon arrival and to meet with the florist, the photographer/videographer, the minister, and the organist. The wedding director will oversee the set up for the ceremony, the placement of the kneeling bench, the flowers, candles, etc. The wedding director will do the following: distribute flowers and coordinate the movements of all members of the wedding party, including the couple, readers, ushers, and attendants; signal the organist for special music; coordinate the seating of special guests and mothers. The wedding director will also signal each wedding participant during the processional.

**Organist:** On the day of the wedding, the organist will meet with the wedding director to coordinate organ signals fifteen minutes before the start of the prelude. It is the responsibility of the organist to coordinate all aspects of the pre-approved music for the wedding, including that of hired vocalists and instrumentalists. The organist will begin the prelude 30 minutes before the start of the ceremony.

**Duke Technical Services Sound Technician:** A sound technician will be present on the day of your wedding to provide amplification assistance for your wedding ceremony. A lavalier microphone will be provided for the minister(s). Sound adjustments will be made during the ceremony for readers.

Immediately following the ceremony, the sound technician will present a recording (sound only) of the ceremony to the wedding director, who will, in turn, present it to one of the couple's close family members for safe keeping.

Wedding parties should contact Duke Technical Services at least 6 weeks prior to the wedding day ([techsvcs@duke.edu](mailto:techsvcs@duke.edu)) to advise them of your technical service needs. For more information, please see page 6 of this document.

**Minister:** Approximately 20-30 minutes before the start of the ceremony, the sound technician will provide the minister with a lavalier microphone and instructions for use.

**Duke Parking Guard:** A parking guard for the front of the Chapel is assigned for every wedding in the Chapel to ensure that 30 reserved parking spaces are available on your wedding day. Parking passes are color-coded and will be available for pickup at your rehearsal. Early pickup can be arranged by contacting the Chapel Wedding Coordinator: [chapelweddings@duke.edu](mailto:chapelweddings@duke.edu).

**Chapel Staff:** In order to facilitate our busy wedding schedule, we are fortunate to have the assistance of several key Chapel employees. The Chapel attendant helps with set-up/clean-up, secures doors, and protects the privacy of wedding parties by monitoring tourists. The assistant director helps the wedding director with flowers, signals, and moving the wedding party around the Chapel. The Chapel housekeeper stays busy cleaning and straightening, preparing the Chapel for the next event.

**Florist:** The wedding director will be available to meet with your florist to ensure delivery of flowers to proper places. For more information, please see pages 15-17 of this document.

**Photographer/Videographer:** The wedding director will be available to meet your photographer/videographer to ensure that they are familiar with Chapel policies. Videographers with questions about feeds should speak with the sound technician before the seating of guests begins. We cannot accommodate last-minute photography requests/changes. For more information, please see pages 18-21 of this document.

**The Chapel Wedding Register:** After the ceremony, the wedding couple, clergy, and two witnesses will be asked to sign the official Duke University Chapel Wedding Register for the University Archives. The official marriage documents will also be signed at this time.

**Marriage License:** To be married in the Chapel, the couple should obtain a marriage license from a Register of Deeds Office within the State of North Carolina. The marriage license is valid for 60 days. For Durham County, the number to call is (919) 560-0494.

**Leaving the Chapel:** Please note that nothing may be released or thrown in celebration of the wedding couple before or after the service, inside or outside the Chapel, including bubbles, rice, confetti, petals (real or artificial), potpourri, birdseed, doves, balloons, pom-poms, etc.

## **Duke Chapel Policies: Building & Grounds**

- Because the Chapel is used so extensively for many types of services and events, the wedding party must accept the interior of the Chapel as it is. This includes the placement of the altar, paraments on the altar, and seasonal and other decorations, as well as scaffolding (generally for stained-glass window maintenance; please see section below on restoration projects). Chairs and other equipment may not be moved, with the exception of the kneeling bench.
- The Chapel is a smoke-free building and alcohol is not permitted, except for wine used for Communion. This applies to the Chapel and its surrounding area, and to both the rehearsal and the wedding.
- Food and drinks (other than bottled water) are not permitted upstairs or in the parlor area.
- The Chapel is not able to be a backup site for weddings scheduled in the Sarah P. Duke Gardens.

## **Duke Chapel Policies: Restoration Projects**

Built between 1930 and 1932, a number of areas of the Chapel, primarily some of the stained glass windows, have been found to be in need of restoration. At the time of this writing, the Chapel staff expects that each year, for the foreseeable future, one or two of the windows will be removed from the Chapel for restoration and taken to the studio of a prominent glazier to be cleaned and re-leaded. For each window that requires work, a scaffold will be built underneath the window and remain in place while the glazier removes the window--approximately two weeks. Once the window is removed, the scaffolding will come down until the glazier brings the window back after it is restored. The glazier will board up the open space left by a window that has been removed for restoration.

For a number of reasons, the Chapel will not know the exact dates of replacement and return of any window until 2 to 4 months before the work is to be done. However, windows are generally removed in late July/early August and reinstalled in January, February, or March.

From time to time the Chapel should undertake other restoration projects as well. Keeping in mind the need to keep the structure of Duke Chapel at its best so that the Chapel will be here for centuries to come, as well as the importance of Duke Chapel in the spiritual life of the University's students, graduates, and employees, the Chapel maintains the following policies and practices with regard to restoration projects:

- At the time of the wedding, couples should accept any scaffolding or other equipment which is necessary to the restoration of any part of Duke Chapel or which is necessary for the protection of a part of Duke Chapel (e.g. the Flentrop Organ) while another part is under renovation.
- When the Chapel is informed of any plans to erect scaffolding or otherwise mar the usual appearance of the Chapel, the Wedding Coordinator will make every effort to contact all couples who have weddings scheduled during that time. The Chapel will not ask those couples to move their weddings, but those couples may reschedule the date of their wedding to another available time slot without penalty. Other than offering couples the option of rescheduling, the Chapel will not offer any other special services or make any special considerations to couples whose weddings coincide with a restoration project.
- No restoration work will actually take place while a wedding or rehearsal is in progress.
- We greatly appreciate the understanding and patience of those couples whose weddings may be affected by restoration. Contact the Wedding Coordinator with questions.

## Duke Chapel Policies: Wedding Clergy

In order to perform a wedding ceremony in Duke University Chapel, a minister needs to be ordained and recognized by his/her denomination and the laws of the State of North Carolina. Those who receive ordination online are not viable ministers for Duke Chapel weddings. **It is your responsibility to find and secure the minister for your wedding, discuss denominational specifics, and compensate the minister for his/her services.** These fees are arranged per individual.

When scheduling a minister for your wedding ceremony, please confirm that the minister can attend both the rehearsal and the wedding, as he/she is required to be present at both.

The Chapel cannot provide communion elements or serving pieces. If you are interested in serving communion at your wedding, please discuss this with your minister.

It is the responsibility of the minister, not the Chapel, to mail in the marriage license. The license will be signed by your witnesses and minister immediately after the ceremony. It will then be given to your minister to return to the Register of Deeds.

If you are using a minister external to Duke Chapel please let the Wedding Coordinator know their name, contact information, and denomination so that we may verify ordination credentials.

The Chapel welcomes same-sex weddings and weddings of any faith.

Couples are encouraged to invite the ministers of the congregations where they are members to perform their wedding ceremonies in the Chapel. If your minister is not available to perform your ceremony, below are some wonderful individuals affiliated with the Chapel who may be available to preside instead. Denominational specification is for your information, as most ministers are available to officiate ecumenical or non-denominational services. Please note that a Chapel minister is not a part of our wedding “package,” so you will be responsible for compensating the minister separately for his or her services. If you have any questions, the Wedding Coordinator will be happy to clarify.

The Rev. Bruce Puckett  
Director of Worship and Community Ministry, Duke Chapel  
(Nazarene)

[bruce.puckett@duke.edu](mailto:bruce.puckett@duke.edu)  
(919) 668-0476

The Rev. Andrew Phillips  
Assistant Pastor, Congregation at Duke Chapel  
(United Methodist)

[andrew.phillips@duke.edu](mailto:andrew.phillips@duke.edu)

The Rev. Meghan Feldmeyer Benson  
Chaplain of Duke Divinity School  
(United Methodist)

[meghan.benson@duke.edu](mailto:meghan.benson@duke.edu)  
(919) 660-3459

The Rev. Joshua Lazard  
C. Eric Lincoln Minister for Student Engagement

[joshua.lazard@duke.edu](mailto:joshua.lazard@duke.edu)  
(919) 684-2234

Fr. Michael Martin  
Catholic Campus Minister

[fr.mike@duke.edu](mailto:fr.mike@duke.edu)  
(919) 684-1882

\*Please note: If you are planning a Catholic wedding ceremony, please read “*Protocols for Catholic Weddings in Duke Chapel*” (Appendix IV, p. 26) before making your reservation.

## Duke Chapel Policies: Wedding Music

The Chapel enjoys a standard of excellence in music and wishes to have this standard maintained in all Chapel events that involve music, including weddings. Care should be given to respect weddings in the Chapel as worship services. The music selected for these services should be sacred and classical. Commercial and popular music, contemporary Christian repertory, and some folk music will not be approved. Classical guitar is permitted, but other uses of guitar are not. The use of the piano will generally be discouraged. Please read carefully all paragraphs in this section. It is the responsibility of the couple to inform members of the wedding party and hired professionals of the policies pertaining to music for weddings in Duke Chapel.

**The Organist and other Musicians:** The Chapel Organist shall play for all weddings in the Chapel, and, when unavailable, he will choose a qualified substitute. Musicians other than those specifically approved by the Chapel Organist are not permitted to perform at weddings.

**Approval of Music:** The Chapel Organist serves as musical director for each wedding and as consultant on all aspects of music for weddings, including vocal and instrumental solo literature, and music with which the organist may not be directly involved. The Chapel Organist needs to approve all musical selections before they may be used in the service. Couples are invited to recommend selections, with the understanding that the Chapel Organist may not approve all the music requested and may offer alternative suggestions.

**Instruments:** The gallery organ (Benjamin N. Duke Memorial Organ, Flentrop, 1976) is used for weddings, but the chancel organ (Aeolian, 1932) may on occasion be used, if so directed by the Chapel Organist. Use of a specific organ is dependent upon its availability. The Chapel Organist should pre-approve the use of any other instrument in place of or in addition to the organ.

**Organist's Fee:** The organist's fee includes the consultation, one rehearsal for one hour with up to two soloists or two instrumentalists, music before the wedding service, processional, recessional, one postlude, and music selected for use during the wedding service. The organist generally does not attend the wedding rehearsal. Requests to attend will depend on the availability of the organist (or a substitute designated by the Chapel Organist) and be subject to an additional fee of \$100.

**First Steps:** The Chapel Organist should be contacted no later than 6 weeks prior to the wedding date and should be consulted on ALL aspects of the music for the ceremony BEFORE any wedding music and additional music personnel are selected. Contact the Chapel Organist at [christopher.jacobson@duke.edu](mailto:christopher.jacobson@duke.edu) to schedule your consultation and to address any questions about your wedding music.

Please provide the following information:

- Phone numbers where the couple (or their parents, etc.) may be reached
- Date and time of the wedding
- The name(s) and contact information of soloist(s), if any; also some information about their musical background and experience
- Name and phone number of officiating clergy

The Chapel Organist will then suggest a date and time for consultation, which is scheduled approximately one month prior to the wedding date.

## Consultation with the Organist:

- The consultation will last 50-60 minutes and will be held at the Chapel.
- During this session, all service music is considered and selected as possible. The typical musical components of a wedding service are prelude, processional(s), recessional, postlude, hymns, service music, and all music with additional performers. Music for prelude and postlude is generally left to the discretion of the organist, but wedding parties are welcome to make recommendations. Hymns should be chosen from the Chapel's hymnal, the *United Methodist Hymnal*, where possible. All hymns and service music involving the congregation (including sung portions of Mass) should involve consultation with the organist well in advance of the wedding date. Unless otherwise arranged, the organist will supply the wedding party with the correct form of music titles and composers' names.
- Because the consultation is an appropriate time for choosing additional vocal or instrumental music, soloists should be present, if at all possible. If they cannot be at the consultation, they should contact the organist as soon as possible to arrange rehearsal time. (No extensive rehearsal time with soloists can be guaranteed during the consultation itself.) Please read the material below for more information.
- The organist is not obligated to honor requests for changes in music after the consultation.

**Vocalists/Instrumentalists:** The Chapel Organist should pre-approve not only the music but also all additional musicians or ensemble whose services may be engaged at the ceremony. Musicians new to Duke Chapel should contact the organist before their services are secured. The Chapel Organist is available to assist in locating professional area musicians. Family members who are not professionally trained musicians are strongly discouraged from performing. Many musicians find that the acoustics of Duke Chapel enhance their voices or instruments; however, the size and acoustics of the building can intimidate even the most seasoned musicians unfamiliar with the space. In light of these challenges, great care will be taken in engaging additional musicians, who should plan to work under the guidance of the organist's experience and expertise. Vocalists should plan to sing without amplification. The organist is available for one rehearsal with up to two vocalists or two instrumentalists for up to one hour, and will not teach notes or do rudimentary coaching. Water in protected containers is allowed in the organ gallery; no other drink or food is permitted at any time in the gallery or elsewhere in the Chapel's sanctuary.

**Wedding Program:** The name and title of the organist should appear in the program as:  
Chapel Organist.....Christopher Jacobson [or his designate]

**Reception Music:** The Chapel Organist does not make arrangements for music or musicians at receptions.

## Duke University Chapel: Florist Agreement

Please complete and return to the Chapel Wedding Director upon arrival at the Chapel on the day of the wedding. Thank you!

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

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone # the day of the wedding: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Name of wedding party: \_\_\_\_\_

Date and time of the ceremony: \_\_\_\_\_

Are you familiar with the Chapel? If so, please list one or two Chapel wedding parties you have assisted.

I, the undersigned, have read Duke Chapel's policies for wedding flowers. I agree to follow all guidelines to ensure professional service to the wedding party and to Duke Chapel.

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

Title: \_\_\_\_\_

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

## Duke Chapel Policies: Wedding Flowers

The Chapel is – by artistic design – ornate and decorative, so that flowers, greenery, or extra candles are not necessary. However, couples may use these decorations as long as they adhere to the following guidelines:

- Couples are welcome to choose their florist; however, florists are asked to comply with all policies contained within this section. All questions should be referred to the assigned wedding director, whose decision is final.
- The wedding couple has reserved the Chapel for a period of 2 hours and 45 minutes with their wedding beginning promptly on the second hour; i.e., if the wedding is scheduled at 3:00 p.m., the couple has the time period from 1:45- 4:30 p.m. Florists are not permitted to deliver flowers or begin to decorate for the wedding prior to the allotted time period. After the wedding, all flowers, equipment, pew ribbons, boxes, and other items belonging to the florist should be removed from the Chapel and Chapel grounds no later than the allotted time period for the wedding in question. No exceptions can be made.
- Florists are requested to deliver and pick up flowers at the following times:

<u>Wedding Start Time</u>	<u>Flower Delivery Time</u>	<u>Flower Pick-up Time</u>
12:00 noon	10:45 a.m.	1:15-1:30 p.m.
3:00 p.m.	1:45 p.m.	4:15-4:30 p.m.
4:00 p.m.	2:45 p.m.	5:15-5:30 p.m.
6:00 p.m.	4:45 p.m.	7:15-7:30 p.m.

- **Florists should deliver boutonnieres and corsages during the first 15 minutes of the reservation so that they will be available for picture taking.** Boutonnieres and corsages should be placed (out of boxes) on the first pew near the center aisle in front of the desk located just inside the Chapel. Bouquets for bridal attendants and should be placed on the second pew near the side aisle (in front of desk). It is recommended that florists group boutonnieres without labeling each one (only the groom's), and label corsages with the role of the wedding participant, e.g., mother, grandmother, etc. This will greatly facilitate distribution. The wedding director will distribute and pin flowers.
- The wedding directors at the Chapel recommend wrist corsages or small bouquets for mothers and grandmothers, as many pin-on arrangements are too heavy for attaching to wedding finery.
- Flowers are not permitted downstairs in the parlor. Approximately 30 minutes prior to the wedding, the wedding director or assistant director will move the bride and bridal party to the north (Divinity School-side) arcades for photographs. Flowers will be given to them at this time.
- Florists are asked to use the outside entrance on the right of the Chapel directly under the arcades rather than the main entrance. This side entrance leads down the right side aisle.
- Florists may also use the wheelchair ramp to the right of the Chapel if they are delivering with the aid of a wheeled cart.
- After delivery of personal flowers to the back of the Chapel, the florist may deliver and position flowers used at the altar area. All floral arrangements should be completed prior to delivery and simply placed in position; time does not permit the arrangement of flowers on site. Should delivery, last-minute arranging, or pick-up after the wedding cause flowers or greenery to be dropped on the floor of the Chapel, the florist is responsible for sweeping or otherwise removing it immediately. Your florist should check with the wedding director for placement and other requirements for the wedding in question. All decorating should be completed no later than 35 minutes prior to the actual wedding start time and before guests are seated on the half-hour. The florist(s) should exit the Chapel before the music begins.
- The Chapel will be prepared for each wedding by turning spotlights on the cross and altar and lighting the altar candles. Additional candles in the Chancel may be included in wedding decorations

provided they are dripless candles or they are protected by metal cylinders (provided by the florist). Note that, due to fire code, we cannot permit candles in the center aisles or elsewhere in the Nave.

- The Chapel does not provide a unity candle. If one is desired, the couple is responsible for providing the candles and the candle holders. The florist should check with the wedding director prior to the wedding to determine the placement of all candles.
- Memorial candles in memory of a departed loved one can be a meaningful way to honor the memory of the deceased. The Chapel does not provide memorial candles but we are happy to accommodate them. Florists should be aware that these are usually pillar candles displayed on a ledge near the lectern. Candles are usually lit before the arrival of guests, though on some occasions family members will light the memorial candles as part of the ceremony.
- Aisle runners are not permitted.
- The Chapel will provide two floral stands situated behind the balustrade on either side of the Chancel steps. They cannot be moved.
- Flower girls may carry flowers (in a basket, for example, or a pomander), but they are not permitted to drop petals lest they damage the Chapel's stone floor.
- Nothing may be released or thrown in celebration of the wedding couple before or after the service, inside or outside the Chapel, including bubbles, rice, confetti, petals (real or artificial), potpourri, birdseed, doves, balloons, pom-poms, etc.
- Dripless candles, flowers, or greenery can be placed behind the chancel balustrade on stands provided by the Chapel or placed on the main floor in front of the chancel balustrade on stands provided by the florist. We discourage placing arrangements directly on the balustrades. Arrangements on the floor of the chancel should be placed approximately two feet from the opening into the first choir section.
- Candles and arrangements should not be placed on steps, either in the chancel or in the narthex; directly on top of the altar; or in the chancel such that the decorations block the front of the altar or cross and/or hinder movement by members of the wedding party.
- Pew ribbons and flowers/greenery may be tied (but not tacked, nailed, or taped) to the chairs or pews of the nave.
- Additional arrangements (e.g., a memory candle) may be approved for other locations; however, the florist should check with the wedding director prior to the wedding regarding any floral arrangements not mentioned above.

**At the time of the wedding, couples must accept the interior of the Chapel as it is.** This will include the possibility of scaffolding, the placement of the altar, paraments on the altar, and seasonal and other decorations. Please keep in mind when scheduling weddings around holidays – especially Thanksgiving, Christmas, New Year, and Easter – that seasonal decorations may be in place. Please check with the Wedding Coordinator for specific details.

**It is the responsibility of the couple to inform members of the wedding party and hired professionals of the policies pertaining to flowers for Chapel weddings.**

## Duke University Chapel: Photographer/Videographer Agreement

Please complete and return to the Chapel Wedding Director upon arrival at the Chapel on the day of the wedding. Thank you!

Are you a photographer or videographer? \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone # the day of the wedding: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Name of wedding party: \_\_\_\_\_

Date and time of the ceremony: \_\_\_\_\_

Are you familiar with the Chapel? If so, please list one or two Chapel wedding parties you have assisted.

I, the undersigned, have read Duke Chapel's policies for wedding photography/videography. I agree to follow all guidelines to ensure professional service to the wedding party and to Duke Chapel.

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

Title: \_\_\_\_\_

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

## Duke Chapel Policies: Photography/Videography

Couples are welcome to choose their own photographer/videographer; however, your photographer/videographer should agree to the following policies. It is each couple's responsibility to provide their photographer/videographer with a copy of these policies. These policies apply to all photography (both still and video, with or without artificial lighting) at wedding ceremonies and wedding rehearsals in the Chapel.

**All photographers/videographers who are not listed on the Chapel's "Recommended and Pre-Approved Photographers" list must complete, sign, and turn in the Chapel photography agreement (p. 18) prior to taking any photographs.** They should check in with the Chapel Wedding Director on site one hour prior to the wedding with form in hand. Any questions should be directed to the Wedding Director, whose decisions are final.

### General Guidelines:

- The bridal couple has reserved the Chapel for a period of 2 hours and 45 minutes with their wedding beginning promptly on the second hour.

Wedding Start Time	Earliest Arrival Time	Stop Photos/Move Cars
12:00 noon	10:45 a.m.	1:20-1:30 p.m.
3:00 p.m.	1:45 p.m.	4:20-4:30 p.m.
4:00 p.m.	2:45 p.m.	5:20-5:30 p.m.
6:00 p.m.	4:45 p.m.	7:20-7:30 p.m.

- The wedding party is not permitted on the grounds or within the Chapel outside of the reservation time (this includes both before and after the wedding ceremony).
- All photography/video equipment should be stored out of sight of guests and wedding party.
- Please dress appropriately for Chapel weddings and, if at all possible, wear soft-soled shoes.
- Please don't move the kneeling bench or candelabras if taking pictures before the ceremony. You're welcome to move the kneeling bench aside *after* the ceremony, though, if you'd like.
- Please don't move our doormats, outside or inside. Doing so creates a tripping hazard for guests, wedding party, and staff.
- Photographers/videographers cannot stand on the pews or on the Chapel's chairs.
- The organ gallery is not available for taking pictures.

### Before the Ceremony:

- Please follow all guidelines for photography/videography locations and time constraints before the ceremony begins. Two quick examples:
  - a. For a variety of reasons, groomsmen and ushers are photographed in the south (Bryan Center-side) arcades and courtyard, whereas the bridal party must be photographed in the north (Divinity School-side) arcades and courtyard. If you'd like, the wedding director will be happy to provide a timeline and a map.
  - b. Guests are seated starting 30 minutes before the ceremony. Thus portraits of the groom's party should wrap up in plenty of time for groomsmen/ushers to get in place to escort guests. For a 6:00 p.m. wedding, portraits of the groom and groomsmen should last from approximately 5:00-5:20 p.m. Guests will be seated starting at 5:30 p.m. sharp.
- Once the seating of guests commences, videographers and photographers may not roam about the church floor.
- You're welcome to take informal pictures of the bride (without flowers) in her dressing area.

- Flowers should not be in the dressing area prior to the service; instead, they will be distributed to the bride and her attendants outside in the arcades and courtyard. The parlor's antique furnishings – including the large floor mirror – cannot be moved to facilitate picture taking.
- Approximately 30 minutes before the wedding, the wedding director or assistant director will arrive to usher the bridal party from the parlor to the arcades for photographs. **Please, please, please wait to be led from the parlor by the wedding director or assistant director and don't lead the bridal party out by yourself.**
- Once the seating of guests has begun, photographers and videographers should stay out of the center aisle and away from the altar area. If picture taking interferes with the seating of the guests, then the photographer will be asked to move.

### During the Ceremony:

- In general, our most important guideline is this one: **A wedding is a worship service, and photographers and videographers should strive to protect the sacred nature of the service. Be as unobtrusive as possible, and please stay out of the line of vision of seated guests.** You should never be in front of them, nor stand between the guests and the wedding couple.
- Please consult with the wedding director re: where to station a second photographer to capture the bridal procession so that a suitable and subtle location can be arranged.
- During the processions, photographers should generally remain at the back of the Chapel. You can capture great images of the processions by standing to the side (in the rows of pews) at the entrance of the center aisle. Don't step into the center aisle, however briefly. The wedding director is unable to hold up the ceremony for photographers.
- After the bridal procession ends and the ceremony is under way, you're welcome to photograph from the center aisle. However, please stay approximately 6 feet behind the last row of seated guests. Don't photograph from pews where guests are seated, and don't approach the front altar area.
- Photos and videos requiring flash or special lighting are not to be taken during the service.
- The wedding director should approve video recording or filming of the service and placement of cameras and recording equipment. Stationary cameras are allowed at the pillars where electrical connections are in place, along with an XLR line level out. Videographers with questions about feeds should contact Duke Technical Services at [techsvcs@duke.edu](mailto:techsvcs@duke.edu). No one is permitted to videotape from their seat, upon their shoulder, or in any other way so as to call attention to themselves or to divert attention from the service. No spotlight may be used during the service.

### After the Ceremony:

- As soon as it is evident that the ceremony is ending, photographers should return to the back of the Chapel via the side aisles.
- After the recessional, please wait until all guests are making their way to the front entrance before moving to set up studio lights, move chairs, etc.
- Immediately following the wedding, the wedding couple and their witnesses will move to the designated area for signing of the legal documents and the Chapel registry. You're welcome to photograph/film this event.
- Formal pictures of the wedding party and their families may be taken for the remaining time. Please save the "cute" shots for exterior photos or the reception.
- The photographer/videographer should complete all picture-taking early enough to allow time for the Chapel to be returned to its original condition (all chairs put back into place, flowers and candelabra removed by the florist, etc.) before the end of the wedding reservation. The wedding director will remind the photographers/videographers of the time if it appears that they not making allowances for these activities and are running over the allotted time limit.

- It is very important that photography/filming stop ten minutes before the reservation ends (whether pictures are being taken inside or outside) so that cars can be removed from Chapel parking spaces at the agreed-upon time. The next wedding party will need to park.
- Photographers/videographers from back-to-back weddings cannot make arrangements among themselves to overlap photography time on Chapel grounds. We do not allow two wedding parties on Chapel grounds at the same time.
- There are photography possibilities in front of the rose bed across from the Allen Building. Cars can be removed from the front of the Chapel at the appointed time and the entire wedding party/family can gather in this location for photographs with a beautiful view of the Chapel in the background.

### **Bridal and Engagement Portraits:**

- Only Chapel wedding couples, current full-time Duke students, and Duke graduates may request to have bridal and/or engagement portraits made on the Chapel grounds or in the Chapel arcades. Please reserve a time with the Chapel Wedding Coordinator so that your portraits will not interfere with other events in progress inside the Chapel or on the grounds surrounding the Chapel. Dressing facilities are not available at the Chapel for bridal portraits. Please note that bridal portraits cannot be made *inside* the Chapel at this time; only the exterior grounds and outside arcades may be used.
- Formal bridal portraits are only allowed *inside* the Chapel on the day of the wedding during the time the bride has reserved the Chapel for her wedding.

### **Note to all photographers and videographers:**

Images of Duke Chapel are under strict copyright. Online Wedding Albums may contain images of the Chapel, but the images cannot be used elsewhere on websites or printed material without appropriate Duke approval.

Using an image of the Chapel for the advertisement of photography services falls under Duke University commercial image use policy. If you are planning on using an image taken inside or outside the Chapel for business advertising purposes, approval should be requested from the Chapel's Communications Manager at [james.todd@duke.edu](mailto:james.todd@duke.edu).

**It is the responsibility of the couple to inform members of the wedding party and hired professionals of the policies pertaining to photography/videography for Chapel weddings.**

## Directory of Duke Chapel Wedding Personnel

Chapel Wedding Coordinator

[chapelweddings@duke.edu](mailto:chapelweddings@duke.edu)  
(919) 684-8150

Chapel Organist

Christopher Jacobson  
[christopher.jacobson@duke.edu](mailto:christopher.jacobson@duke.edu)  
(919) 684-6388

Chapel Front Desk

[dukechapel@duke.edu](mailto:dukechapel@duke.edu)  
(919) 681-9488

Duke Parking & Transportation

[ptsevents@duke.edu](mailto:ptsevents@duke.edu)

Special Events Parking Form

[http://parking.duke.edu/event\\_planning/special2.php](http://parking.duke.edu/event_planning/special2.php)

Duke Technical Services

[techsvcs@duke.edu](mailto:techsvcs@duke.edu)  
(919) 660-1731

## Appendix I: Directions to Duke Chapel

### **Mailing address:**

Duke University Chapel  
Attn: Weddings  
401 Chapel Drive, Box 90974  
Durham, NC 27708

### **GPS address for Chapel:**

Duke University Chapel  
401 Chapel Drive  
Durham, NC 27708

### **GPS address for guest parking:**

Bryan Center visitor parking deck  
125 Science Drive  
Durham, NC 27708

### **To Duke Chapel/Bryan Center Parking Deck (Guests)**

From Raleigh I-40 West: Take exit 279B for Durham Freeway (NC 147 North). Drive 12.9 miles to exit 15B-Fulton St./Hillandale Rd. Turn left onto Fulton St. \*\*Take Fulton St. until it ends at Erwin Rd. Turn right onto Erwin Rd. At third traffic light, turn left onto Towerview Rd. (street sign to right says Morreene Rd.). Turn left at first light (second intersection) onto Science Dr. Take the second right into the Bryan Center parking lot. Park in the Bryan Center visitors' lot or the Bryan Center parking deck. To enter the parking deck, turn right immediately after entering the Bryan Center lot. The parking deck is near the back of the Chapel. Please follow the sidewalk to the main entrance.

From Greensboro I-40 East and I-85 North: At I-40 and I-85 split, take I-85 North. Exit at Hillandale Rd. and turn right. Hillandale Rd. turns into Fulton St. From here follow directions above (\*\*).

Entering Durham from the North on I-85: Exit at Hillandale Rd. and turn left. Hillandale Rd. turns into Fulton St. From here follow directions above (\*\*)

### **To the Front of Duke Chapel - Reserved Parking (Wedding Party)**

From the Durham Freeway: Take Swift Ave., exit and turn south. Go down the hill to the four-way stop. Turn right onto Campus Dr. Campus Dr. ends at a round-about circle. From the round-about, take the second right onto Chapel Dr.

From Chapel Hill (15-501), Greensboro (I-40 East): From I-40 East, take the 15-501 exit toward Durham. Travel to the Hwy 751/Cameron Blvd. exit to the right and turn right onto Hwy 751/Cameron Blvd. At the third traffic light, turn left onto Duke University Rd. Watch for the main entrance to the campus on the left - Chapel Dr. Turn left onto Chapel Dr. Turn right onto the round-about circle and take the third right, again picking up Chapel Dr. The long driveway is the most beautiful entrance to Duke Chapel.

From the North on I-85 South: Take the Hillandale Rd. exit and turn left onto Hillandale Rd. Hillandale becomes Fulton. Fulton ends at Erwin Rd. Turn left onto Erwin Rd. and travel one block past the first traffic light. Turn right onto Flowers Drive, which eventually ends on the round-about circle. Turn right onto the roundabout and take the next immediate right, which will be Chapel Dr. The long driveway leads to the front of the Chapel.

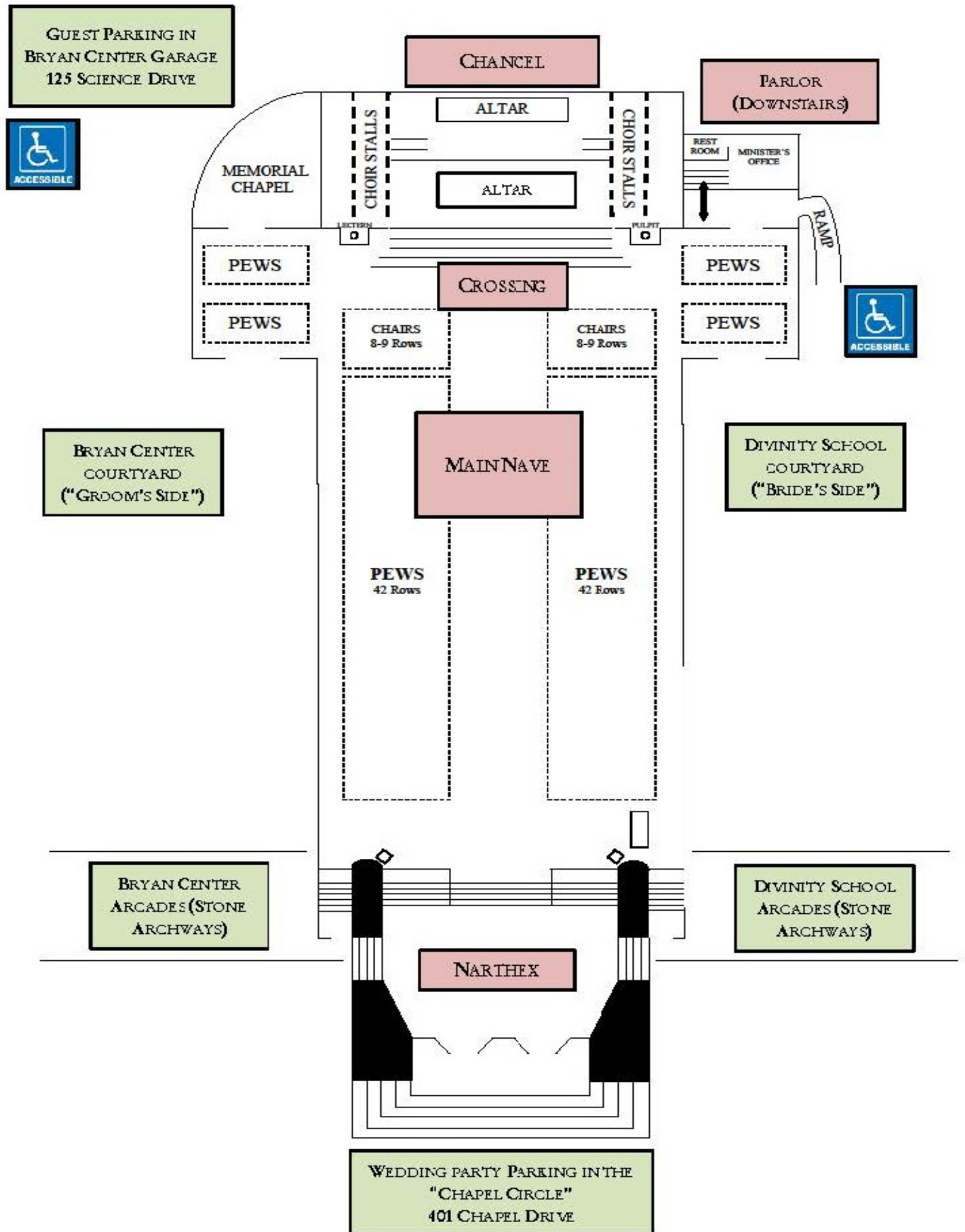
## Appendix II: General Timeline

This is a general timeline only, which will give you an idea of how a wedding at Duke Chapel typically unfolds. Although the ceremony start-time (12:00, 3:00, 6:00) and the start- and end-times of the reservation itself (10:45 a.m.-1:30 p.m. for a 12:00 noon wedding, 1:45-4:30 p.m. for a 3:00 wedding, and 4:45-7:30 p.m. for a 6:00 wedding) are firm, there is some flexibility in many of the details – within reason, and within the time constraints of the reservation, of course. If you have questions about what may or may not be possible, please ask the Wedding Coordinator or your assigned wedding director.

When you meet with your director at your pre-wedding consultation, you will discuss your wedding day in great detail. After the consultation, the director will prepare a customized timeline to distribute at the rehearsal and to use on your wedding day.

10:45 / 1:45 / 4:45	<p>Wedding reservation begins</p> <p>Arrival time for florist, photographer, videographer, and bride/bridal party</p> <p>Bridal party to downstairs parlor via side handicap door</p>
10:55 / 1:55 / 4:55	<p>Groom/groom's party arrive, gather near greeter's desk to receive boutonnières</p> <p>Photos of groom/groom's party in Bryan Center-side courtyard/arcades – should wrap up by 11:20 / 2:20 / 5:20</p>
11:20 / 2:20 / 5:20	<p>If desired, “first look” photos in the Div School-side courtyard/arcades</p> <p>Program attendants/guest book attendants in place in the narthex</p>
11:25 / 2:25 / 5:25	<p>Groom, minister, and Best Man move to waiting area downstairs</p> <p>Groomsmen/ushers in place to escort guests</p>
11:30 / 2:30 / 5:30	<p>Prelude music begins, seating of guests begins</p> <p>Bridal party moves from parlor to Div School-side courtyard/arcades for photos</p>
11:50 / 2:50 / 5:50	<p>Seating of grandmothers</p> <p>Groom, minister, Best Man, and groomsmen* move to side vestibule to line up</p> <p>*Groomsmen can process in from the side with the groom, or down the center aisle paired with the bridesmaids</p>
11:55 / 2:55 / 5:55	<p>Seating of mothers</p> <p>Bridal party moves from the arcades into the narthex to line up</p>
12:00 / 3:00 / 6:00	<p>Wedding party processional</p> <p>Minister, groom, Best Man, and groomsmen enter from side</p> <p>Bridesmaids, Maid of Honor, ring bearer, flower girl enter down center aisle</p> <p>Bridal processional</p> <p>Wedding ceremony</p> <p>Recessional</p> <p>Signing of documents</p> <p>Wedding party and family return to the altar area for group photos</p>
1:20 / 4:20 / 7:20	<p>Photography wraps up</p> <p>Everyone begins moving toward cars to exit Chapel and Chapel grounds</p>
1:30 / 4:30 / 7:30	<p>Reservation ends</p>

# Appendix III: Diagram



## **Appendix IV: Protocols for Weddings at Duke Chapel With Extra-Diocesan Marriage Preparation**

The guidelines below should be consulted by any engaged couple who is planning to have a Catholic wedding ceremony at Duke Chapel. It is the responsibility of the engaged couple to share these protocols with the priest who will witness their wedding.

1. When the marriage preparation is completed, the paperwork, including dispensations and permissions granted, will be sent to Chancery a month in advance of the wedding at the following address:

Ms. Anne Wolff  
Marriage Records  
Chancery  
2401 Crusader Drive  
Raleigh, NC 27606  
919-821-8145

2. The priest who has prepared the engaged couple for their marriage will contact the proper pastor of the Duke Chapel and request his delegation to witness this wedding.  
The proper pastor is the Fr. Michael T. Martin, OFM Conv. Duke Catholic Center Box 90974  
Durham, NC 27708 / 919-684-1882 / [fr.mike@duke.edu](mailto:fr.mike@duke.edu).
3. The Marriage Records Office will process the paperwork and send the appropriate papers to Immaculate Conception Church in Durham, NC for the parish marriage file.
4. The Catholic Campus Minister at Duke University (Fr. Mike) will see to it that the notification regarding the date of the wedding at Duke Chapel goes to Immaculate Conception Church in a timely fashion.
5. The priest witnessing the marriage will sign the marriage license after the wedding and will be responsible for leaving both copies of the license in the offices of the Duke Catholic Center in the Chapel basement.

## Appendix V: Protocols for Wedding Planners

Because of the many particular aspects of Chapel weddings, the Chapel limits the involvement of private wedding planners in all wedding activities that take place in the Chapel and on the Chapel grounds. Here are the expectations that will make each wedding run smoothly:

1. The Duke Chapel Wedding Coordinator will present “Protocols for Wedding Planners” to couples who anticipate hiring private wedding planners.
2. It is the responsibility of the couple to share these Protocols with the wedding planner who will be assisting them.
3. As addressed in the Duke University Chapel wedding brochure, we request that you please adhere to the following guidelines:
  - Please contact the Chapel Wedding Coordinator, six to eight weeks before your wedding date, to request the name and contact information of your Chapel Wedding Director.
  - Couples should make all decisions regarding their ceremony in the Chapel with their Chapel Wedding Director directly, not through their wedding planner.
  - Similarly, Chapel Wedding Directors consult with the bride and groom only, and do not schedule or make decisions through private wedding planners.
  - The pre-wedding consultation is a time for the Chapel Wedding Director and the couple to meet and get to know each other and discuss all aspects of the wedding. This is not a time to include vendors such as photographers, and it is not necessary for wedding planners to attend.
  - On the day of the wedding, the Chapel Wedding Director and the Assistant Wedding Director are responsible for all aspects of the wedding taking place on Chapel grounds and inside the Chapel. All vendors hired by the wedding party - including planners - will be under the direction of the Chapel staff during your wedding.
  - Wedding Planners should remain with the bride and assist with getting ready, staying on schedule, and the removal of personal items from the parlor (cf. p. 9 of the Chapel wedding brochure), unless other arrangements have been made with the Chapel Wedding Director.
  - Only the Chapel Wedding Director and the Assistant Wedding Director may move the wedding parties from place to place around the Chapel.
  - Only the Chapel Wedding Director and the Assistant Wedding Director distribute and pin corsages, boutonnieres, bouquets, etc., unless other arrangements have been made with the Chapel Wedding Director.

## Appendix VI: Severe Weather Policy

The Chapel is a part of Duke University, and as such, follows the university's Severe Weather & Emergency Conditions Policy. Under this policy, the university determines if and when Severe Weather conditions exist. In general, when the university declares Severe Weather conditions for a period of time, the Chapel remains closed for that time period and all services, concerts, and events during that time period are subject to cancellation or rescheduling at the discretion of Duke Chapel. The Chapel reopens for normal hours after Severe Weather conditions are declared to have ended.

Types of Conditions:

- Severe Weather/Emergency Conditions: defined as heavy snow or ice accumulations, flooding, hurricanes, or tornadoes that have a significant effect on the normal operations of Duke University and Duke University Chapel.
- State of Emergency: Only the Governor and/or Mayors of affected areas can declare a state of emergency.

**In the event that the university declares Severe Weather conditions, or in the event that a State of Emergency is called, Duke University Chapel has the discretion to reschedule or cancel any wedding services and/or rehearsals occurring during that time period.**

The Wedding Coordinator, Wedding Director, or other Chapel staff member will contact the parties involved as soon as the decision is made to reschedule or cancel any wedding services and/or rehearsals.

Parties that may be affected by Severe Weather should also follow ongoing updates about events and campus operations, including roads, parking lots, and busing routes, which will be posted on the Duke ALERT website: <http://www.emergency.duke.edu>

For more information, please thoroughly review Duke University's Severe Weather policy at: <https://hr.duke.edu/policies/expectations/severe-weather>

Duke University Chapel  
401 Chapel Drive, Box 90974  
Durham, NC 27708-0974  
[chapel.duke.edu](http://chapel.duke.edu)



*The Angel Trumpeter has overlooked Chapel weddings since 1933.  
Carved on the 2,500-pound main boss above the crossing.*

*All fees are subject to change. However, the fees in effect when a reservation is made and the reservation fee accepted will remain in effect through the wedding ceremony. The Chapel reserves the right to revise or modify policies and procedures as necessary.*

**Updated April 2017**