Duke Chapel: Event Checklist

The following checklist may be helpful in gathering information about your event. The details should be discussed fully with the Chapel Events Coordinator.

Reservation:

____ Contact the Chapel Event Coordinator (sara.clark@duke.edu) for available dates and to place a 10-day “hold” on your preferred date/time. The Event Reservation Form MUST be completed and sent to Sara (either via email or USPS) within 10 days of the date the hold is submitted.

____ Once the Reservation Form is received, your event will be submitted to the Chapel staff for approval. Upon approval, you will be given an Event Confirmation letter. **The dates/times listed on the Event Confirmation Letter are those that have been entered on the Chapel calendar.** No changes can be made or additional set-up/clean-up/rehearsal time reserved without the written permission from the Chapel Event Coordinator.

____ If you would like your event to be listed on the University and Chapel events calendars (calendar.duke.edu and chapel.duke.edu/events), please attach a short description of your event to the Reservation Form.

Preparation:

____ Designate a day-of, on-site contact person for your event and specific individuals in charge of set-up and clean-up.

____ Contact Duke Technical Services (techsvcs@duke.edu) to discuss sound system needs, such as # of microphones, # of speakers, recorded sound or video, and special lighting or sound needs (required for all indoor events).

____ If you are planning to use the Flentrop organ, please contact Dr. Robert Parkins: rparkins@duke.edu. If you are planning to use the Aeolian organ, please contact Dr. Christopher Jacobson: christopher.jacobson@duke.edu. Use of any other instrument(s) belonging to the Chapel, or bringing in any additional instruments for the event, must be approved. Note that confirmation of reservation does not necessarily guarantee the use of the organs.

____ Notify Duke Parking & Transportation Services (tranpark@duke.edu or http://parking.duke.edu/event_planning/special2.php) of the date, time, anticipated attendance, and parking requirements for your event.

____ If desired, contact the Duke Box Office to arrange ushers, a house manager, and/or ticketing. Note that Box Office support is **required** for all events totaling 1,000 or more persons.

____ If desired, contact Chapel Media (james.todd@duke.edu) to arrange live-streaming and DVD recording of your event. For a sample video, click here: https://www.youtube.com/watch?v=ZlCshdwhi74.

____ **Duke student organizations:** Submit your event to www.DukeGroups.com. Should your event meet any of the following criteria, you must register it in DukeGroups at least 2 weeks prior to your event’s date: a) estimated attendance of 100+; b) outdoor amplified sound; c) outdoor event; d) political event; e) off-campus attendees and participants; f) ticket sales; g) contracts/paid performers.

_____ If there will be a reception on the Chapel Quad before, during, or after your event:

_____ Request a Chapel Quad reservation via the Chapel Events Coordinator (sara.clark@duke.edu), who will then confirm with other schedulers that there are not competing events being held on the Statue, Craven, and Academic Quads; in Page Auditorium; or in the Divinity School. Please allow several days for this!

_____ If there will be live music and/or amplified sound, you MUST notify the Chapel Events Coordinator (sara.clark@duke.edu), who will request an amplified sound waiver from Student Affairs. Do not make any arrangements for live/amplified sound without confirming that a sound waiver has been granted. Please allow several days for this!

_____ Duke student organizations: If any part of your event takes place outdoors on Chapel Quad, you must register it on www.DukeGroups.com at least 2 weeks prior to the event’s date.

_____ Coordinate equipment rental (tables, chairs, tents) with Windy Jacobs (windy.jacobs@duke.edu) in the Special Events Office.

_____ If there will be food, contact the Special Events Office for a list of Duke-approved caterers and food trucks. Note that no food or drinks can be carried inside the Chapel.

_____ If you will be distributing food, bottled water, etc., contact the Duke Sanitation Department (david.bryant@duke.edu) to rent trash cans and schedule drop-off and pick-up. Trash pick-up after events must be arranged through Duke Sanitation and is NOT the responsibility of the Chapel or the Chapel housekeepers.

_____ If any local dignitaries (mayor, governor, etc.) will be present, notify the Duke Police Dept.

_____ If your event will draw 1,000 or more attendees, NC Fire Code requires trained crowd managers to be present at a ratio of 1 crowd manager for every 250 persons. Please contact the Duke Box Office for staff support, or reach out to the Chapel Event Coordinator with questions.

The week of the event:

_____ Distribute “Additional Instructions for Using Duke University Chapel” handout (attached) to your day-of/on-site coordinator and individuals in charge of set-up and clean-up.

_____ If possible, email an electronic copy of the event program to the Chapel Event Coordinator (sara.clark@duke.edu).

Nota Bene:

Duke's event policies are available here: http://events.duke.edu/event_planning/forms_policies.php. For events on the Chapel Quad, pay special attention to the West Campus noise policies.

Before choosing a date/time for your event, it may be helpful to check the University calendar (www.calendar.duke.edu) and the Chapel calendar (www.chapel.duke.edu/events).
**Additional Instructions for Using Duke University Chapel**

In addition to the instructions below, please see pages 6-7 of the Event Reservation Form.

Any group using Duke University Chapel must leave the Chapel in the condition in which it was found. Please follow these basic guidelines:

1. No food or drinks are permitted anywhere in the Chapel.
2. After your event, please check the pews and floor for printed programs that may’ve been left behind – discard these in the recycling area in the Chapel basement. Dispose of all cardboard boxes as well.
3. Please don’t move or use the piano without first receiving permission from the Event Coordinator.
4. Similarly, please don’t move or rearrange the chairs without receiving permission from – and discussing your plans with – the Event Coordinator. If permission is granted, the chairs need to be returned to their proper order at the end of the event. They should look like this:

**Duke Chapel Chair Setup**

- **Light-colored chairs** should be placed in the front closest to the altar. **Dark-colored chairs** should be placed in the back closest to the pews.

  - On the **left side as one faces the altar**, there should be 5 rows of 12 chairs each, followed by 3 rows of 8.
  - Please leave a clear space around the piano on all sides.

  - On the **right side as one faces the altar**, there should be 4 rows of 12 chairs each, followed by 3 rows of 10 and 1 row of 8.

  - Please do not mix broken chairs (stored in the left transept) in with the others.

Before, during, and after the event, please direct questions to the Chapel Attendant on duty at the front desk. Thank you for your help maintaining the beauty of the Chapel!