

Duke University Chapel: Wedding Checklist

2 to 12 Months before Your Wedding:

__Contact the Wedding Coordinator (chapelweddings@duke.edu) for available dates.

__Contact the Wedding Coordinator (chapelweddings@duke.edu) to place a 10-day “hold” on your preferred wedding date and time. The contract and deposit are due within 10 days of the date the hold is submitted.

__To secure your date, mail completed Wedding Reservation Form and Contract and \$500 non-refundable deposit (payable to “Duke University Chapel”) to:

Duke Chapel Wedding Coordinator
Box 90974
Durham, NC 27708-0974

__Secure photographer.*

__Secure florist.*

__Secure reception site.*

* Lists of recommended photographers, florists, wedding planners, and reception sites are available from the Chapel. Please email chapelweddings@duke.edu if you would like to receive a copy.

__Contact the Chapel Organist, Christopher Jacobson (christopher.jacobson@duke.edu), for approval of all additional musicians, including vocal soloists, harpists, trumpeters, and string quartets.

__Contact the Chapel organist, Christopher Jacobson (christopher.jacobson@duke.edu), to confirm that your requested music selections will meet Chapel guidelines.

__Secure Clergy. The Chapel loves it when you are able to bring your own clergy to celebrate your sacred day, but if this isn't possible and you are looking for wedding clergy from the Chapel staff, please email the Rev. Bruce Puckett (bruce.puckett@duke.edu) for ministers who may be available.

4 Months before Your Wedding:

__Contact the Wedding Coordinator (chapelweddings@duke.edu) to confirm reservation times on Chapel calendar before ordering invitations.

Approximately 6 Weeks before Your Wedding:

__Contact the Wedding Coordinator (chapelweddings@duke.edu) to request the name of your Wedding Director.

__Contact the Chapel Organist (christopher.jacobson@duke.edu) to schedule your music consultation. Before meeting, please mail the check for the organist fee (\$350; payable to “Duke University Chapel”) to: Duke Chapel Wedding Coordinator / Box 90974 / Durham, NC 27708. In the memo line, please include your last names and wedding date; for example, “Rogers/Morris, 12/21.”

__Contact your Wedding Director to schedule your pre-wedding consultation. Before meeting, please mail your final balance check (\$1250; payable to “Duke University Chapel”) to: Duke Chapel Wedding Coordinator / Box 90974 / Durham, NC 27708. In the memo line, please include your last names and wedding date; for example, “Rogers/Morris, 12/21.”

Note: Because both consultations are conducted separately, the pre-wedding consultation cannot take place at the same time as the music consultation, although, if schedules align, one may be scheduled right after the other.

Also: If you'd prefer, you are welcome to write one check (\$1600) to pay both the organist's fee and the final balance, or you may write separate checks.

__ Contact Duke Technical Services (techsvcs@duke.edu) to go over microphone needs for ceremony (number of ministers, number of readers, whether anyone will be speaking from a wheelchair, whether you will have a string quartet and/or a videographer, etc.) Please be sure to include the date and time of your wedding.

__ If you're interested in live-streaming your ceremony online to long-distance loved ones and friends, please contact Chapel Media (chapelmedia@duke.edu). Please be mindful that, unlike the Organist and Wedding Director, this is an optional service that is not included in the overall price of a Chapel wedding. To see examples of worship services and events webcast with the Chapel video system, go to youtube.com/DukeChapel.

__ Secure Marriage License. For Durham County, NC, the number to call is (919) 560-0480.

Approximately 2 Weeks before Your Wedding:

__ Meet with Wedding Director.

__ Meet with Chapel Organist.

1 Week before Your Wedding:

__ Contact all vendors to confirm correct arrival time at Chapel on day of wedding.

Duke University Chapel: Wedding Staff

Wedding Coordinator:

Carla Campos Fernandez
chapelweddings@duke.edu

Chapel Organist:

Christopher Jacobson, FRCO
christopher.jacobson@duke.edu

Duke Parking Office:

Zachary Pearce
(919) 668-5407
zachary.pearce@duke.edu

Duke Technical Services:

Selden, Tom, Mark and Ye
(919) 660-1731
techsvcs@duke.edu
For Tech Services, phone calls are fine, but emails are preferred.