

Duke University Chapel
Wedding Information and Policies

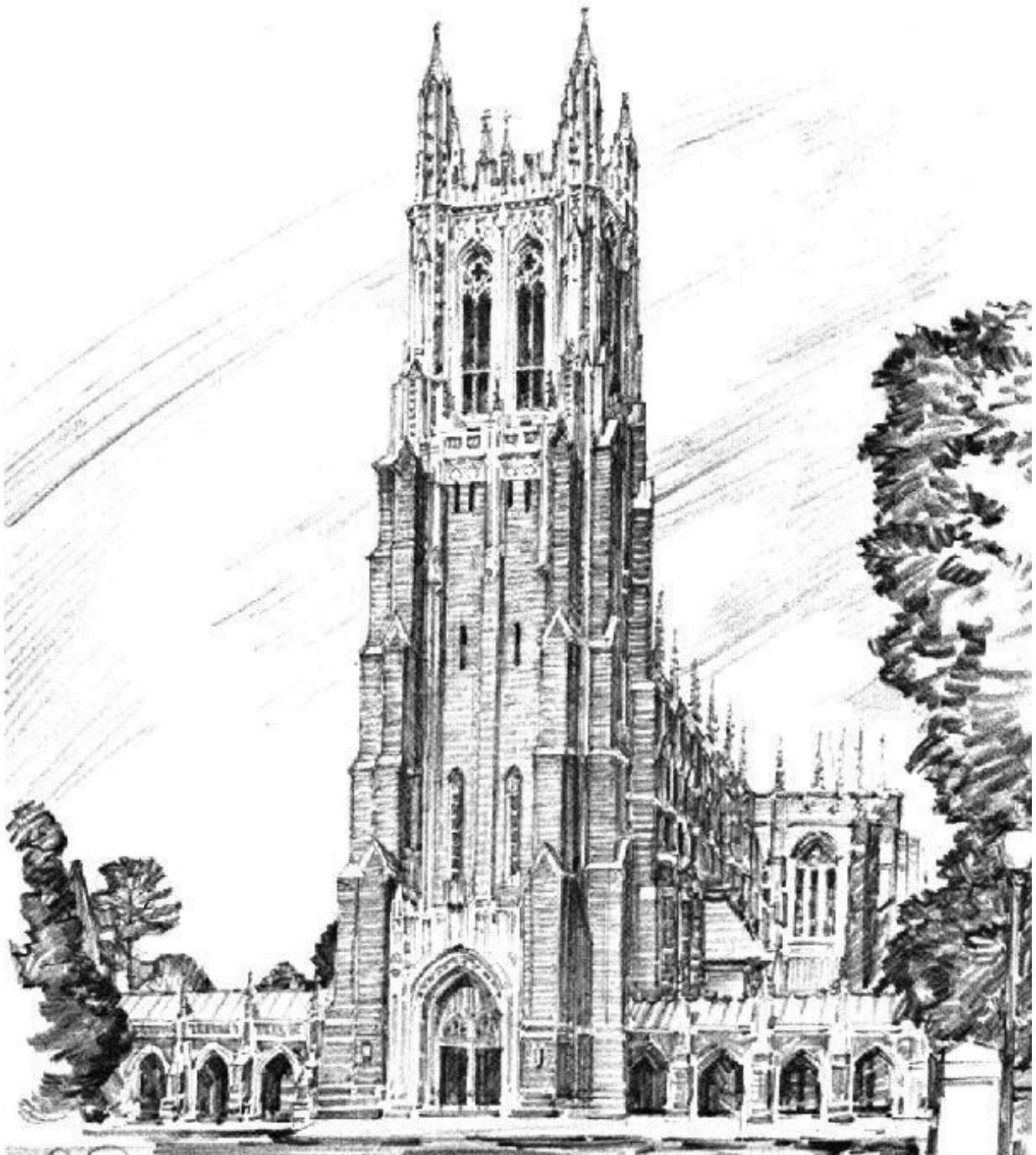


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Introduction

We are delighted that you are considering holding your wedding ceremony at Duke Chapel. We look forward to celebrating this joyous occasion with you. These wedding policies reflect the diverse community of Duke University and abide by the defining principles of the University.

Policies

Duke University is committed to ensuring an environment free of prohibited discrimination, and our policies encourage an inclusive community that respects and values all of its members. In accordance with federal laws, Duke University does not discriminate on the basis of race, color, religion, gender or sex, age, disability, genetic information, national origin, or veteran status. We expand these protections further by also prohibiting discrimination based on gender identity, sexual orientation, and gender expression.

This document outlines our wedding policies and guidelines and offers our best advice to help you plan your wedding at Duke Chapel. Please read all Chapel policies thoroughly before making a reservation. Once the Wedding Reservation Form and the Contract are completed and returned to the Chapel along with payment of the non-refundable deposit, it becomes a binding contract of acceptance and understanding of the terms and conditions noted in this document. Please note that your wedding may not be the only event on campus and these events may affect the availability of your desired dates, parking, and other details. Also, because the Chapel is a highly-sought-after venue for weddings, our timelines for consultations, rehearsals, photography, and flowers are designed to give you the best experience and allow for the next wedding to be the best experience too.

Wedding Personnel

to make a wedding reservation

Chapel Wedding Coordinator
chapelweddings@duke.edu

for your music consultation 6-8 weeks prior to your wedding

Chapel Organist
chapelorganist@duke.edu
(919)-684-8150

for parking

Duke Parking & Transportation
ptsevents@duke.edu
(919) 684-6388

to arrange wedding guest parking

Special Events Parking Form
http://parking.duke.edu/event_planning/special2.php

to discuss technical needs or request video recording or livestream

Duke Technical Services -
techsvcs@duke.edu
(919) 660-1731

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. The Chapel welcomes same-sex weddings and weddings of any or no faith.

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

Scheduling the Wedding and Rehearsal

We accept reservations only 1 year in advance of the wedding month, with sign-ups occurring at 8:30 AM on the first business day of each month. As such, April 2022 wedding sign-ups will begin on Thursday April 1, 2021 at 8:30 AM. Due to the volume of our scheduling, we will not know the wedding availability schedule of each month until a week before sign-ups begin.

The following is how virtual sign-ups are conducted:

Thursday August 2, 2021 for wedding dates in August 2022.

All those desiring to sign-up will do so via email to Chapelweddings@duke.edu

The email request cannot be “sent” until 8:30 AM EDT on Monday August 2, 2021.

The email requests should contain the names of couple to be wed and their contact info.

The couple should list the top 3 dates/times which they want.

In the order that the emails are received, is the order in which the Wedding Coordinator will fill the requests.

The Wedding Coordinator via an email reply will confirm the selected date/time for each couple.

The Wedding Coordinator will then process a contract with a 10 day hold on the date/time and send it as an email attachment to each couple.

All contracts would then be processed via email and deposits would then need to be sent via US Postal Service.

No in person delivery permitted.

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

Saturday **Standard Weddings** may be scheduled at the following times:

- **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 PM and 4:30-5:45 PM (Note: Mid-May to Mid-August 3 pm and 7:45 pm)

Friday and Sunday **Standard Weddings** are available only Mid-May to Mid-August:

- **Friday 6:00 p.m.** (reserved time 4:45 – 7:30 p.m.)
- **Saturday 4:00 p.m.** (reserved time 2:45 – 5:30 p.m.)

Rehearsals for Friday weddings will be on the immediate prior Thursday based on available times per the Chapel schedule. Sunday weddings are scheduled for 60-75 minutes on Saturday at 7:45 p.m.

When a reservation for a **Standard Wedding** is made, the Chapel is held for a 75-minute rehearsal the day before the wedding and a 2-hour-and-45-minute block of time on the wedding day. **It is absolutely essential that we stay within these blocks of time.**

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

- 4:45 – 7:20 Reservation begins: Members of the wedding party arrive; flowers may be delivered and decorations set; and photos of the wedding party
- 5:30-5:55 Pre-wedding music; guests are seated
- 6:00 Wedding ceremony begins and may be immediately followed by wedding photographs
- 7:20 Exit Chapel; move cars
- 7:30 Reservation ends

For Saturday **Micro Weddings** they may be scheduled at the following times:

- **3:00 p.m.** (reserved time 2:15-3:45 p.m.)
- **6:00 p.m.** (reserved time 5:15-6:45 p.m.)

Rehearsals for Saturday weddings are scheduled for 60 minutes on Fridays at the following times: 3:00-4 PM and 4:30-5:30 PM (Note: Mid-May to Mid-August 3 pm and 7:45 pm)

Friday and Sunday **Micro Weddings** are available only Mid-May to Mid-August:

- **Friday 6:00 p.m.** (reserved time 5:15 – 6:45 p.m.)
- **Saturday 4:00 p.m.** (reserved time 3:15 – 4:45 p.m.)

Rehearsals for Friday weddings will be on the immediate prior Thursday based on available times per the Chapel schedule. Sunday wedding rehearsals are scheduled for 60 minutes on Saturday at 7:45 p.m.

RENEWAL of VOWS: (reaffirmation of wedding vows) may be scheduled at the discretion of the Chapel to take place during public access hours.

- Location: Memorial Chapel or Chancel Altar
- Time Frame: 60 minutes
- Total 20 people including couple and officiant
- Booking 6 months in advance

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

Contract and Deposit

Once the reservation has been made, your completed and signed *Wedding Information Form and Contract* and nonrefundable deposit of \$500 (via check or credit card) must be received by Duke Chapel within ten (10) business days. The WeddingCoordinator will confirm receipt of your deposit and finalize your reservation by email.

If paying by check 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

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.

Postponement

If necessary, one postponement will be honored with the original deposit if you communicate via email 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.

In the event of a natural disaster (such as a hurricane or blizzard), the University reserves the right to close the campus. In this case, the Chapel will provide an alternate date or refund your deposits.

Fees & Payment Schedule

Upon request, the current Fee and Payment Schedule will be emailed to you by the Wedding Coordinator.

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

- **\$500** – Non-refundable deposit due with completed contract within ten (10) business days of making your wedding reservation;
- **Balance payment** due 8 weeks before your wedding. This balance is nonrefundable if the wedding is cancelled within 30 days of the scheduled ceremony.

Payment Options & Details

The Chapel will accept payments, by certified check, or credit card.

The Chapel accepts certified checks for the balance due. Each check should include a memo line with your last names and your wedding date; e.g., “Rogers/Morris, 12/21.”

Checks should be made payable to “Duke University Chapel.”

Planning your Wedding

Three months before your wedding, if you have not already paid the balance due, the Duke Chapel Wedding Coordinator will send a friendly reminder. You must be paid in full in order to schedule the consultation with your Wedding Director. We will send you helpful reminders, but it is your responsibility to pay the balance no later than eight weeks before the wedding. Once that payment is received and processed, the Wedding Coordinator will send you an email introducing you to your Chapel Wedding Director.

Do not print any materials without confirming the details with your Wedding Director at the pre-rehearsal consultation. The Chapel cannot accommodate last minute schedule changes.

Chapel Wedding Directors

For our Standard Weddings, a Chapel Wedding Director is required for each rehearsal and wedding ceremony in the Chapel. Our 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 enacted, so that a timely flow of the day's proceedings occur, with smooth transitions between weddings. 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 of this document.

Pre-rehearsal Consultation

For our Standard Weddings, approximately six weeks before your wedding, you will be sent an email introducing you to your Wedding Director. The email will provide you with the contact information for your Director. At that time, please reach out to schedule a pre-rehearsal consultation. The consultation is designed to work through the details of your rehearsal and wedding day. The balance due on your Wedding must be received before a pre-wedding consultation can be scheduled.

The consultation is the 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 family members, etc.). The couple will be shown the altar area, the waiting and dressing areas, 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 balance must be paid before this consultation can be scheduled.

Wedding Music

Six to eight weeks before the wedding is also the time to connect with the Chapel Organist to discuss the musical specifics for your wedding. We recommend that you speak with the Chapel Organist *before* making musical arrangements on your own. Please email christopher.jacobson@duke.edu.

Though organ music is not required for your wedding, Duke Chapel is home to four of the finest organs in North America and will provide a staff organist for your wedding who will play either the gallery organ (Flentrop, 1976) or the chancel organ (Aeolian, 1932). Use of a specific organ is determined after the organ music has been selected by couples. Please note that the organist will not attend the Friday wedding rehearsal.

For all weddings the organist will play music for:

- Prelude music selected by the organist (30 minutes before start time)
- Procession of parents
- Procession of the wedding party
- Procession
- Recessional music after the ceremony

During initial email correspondence the organist will provide several options played on the Chapel's organs via a Vimeo Playlist for processional music. These options are not exhaustive but serve as a starting point for further phone or email discussion. The best place in the ceremony for any additional musical selections is before, in between, or after any readings of scripture. If this interests you, please consult the Chapel Organist as soon as your Wedding Reservation is confirmed. The Chapel can offer additional professional options for additional fees, including:

- Hiring a choir.
- Including a congregational hymn.
- Hiring a professional soloist.
- Hiring a trumpeter.

You are also welcome to invite friends or family to offer a musical selection at your ceremony. All additional musicians needed for this option (accompanist, etc.) should be provided by the family. Due to the busy schedule of the Chapel and the large number of weddings each year time limitations will prevent staff organists from providing instrumental accompaniment.

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.

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) no later than six weeks prior to the wedding. Duke Technical Services will provide an audio recording of your wedding, which will be available immediately following the ceremony.

When you reach out to Technical Services, please include number of officiants; 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.

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) then email ptsevents@duke.edu. Payment can be made either in person at the Duke Parking Office at 302 Science Drive, or via a mailed 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. Please include a note to this effect in your program.
- Please note that the parking fee does not include parking for wedding rehearsals. As such, please advise 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. If desired, you may request sample programs from the Wedding Coordinator or your assigned Wedding Director. You will also receive sample programs during your wedding consultation. Remember to confirm the date and time of your wedding with the Wedding Coordinator before printing your programs.

- Please designate one or two non-members of the wedding party to distribute programs and or instruct

guests to sign guest book.

- 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 officiant, organist, wedding assistant, and sound technician.
- Please include the names of your Chapel Wedding Director and Organist in your wedding program.

The Wedding 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.**

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

- Your Wedding Director will assist the officiant by welcoming the wedding party to the Chapel and directing the rehearsal. They 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, they will be distributed at the rehearsal.
- Please note that the parking fee does not include parking for wedding rehearsals. As such, please advise 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.

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) then email ptsevents@duke.edu. **To ensure that you receive your vouchers in time, please contact Duke Parking & Transportation at least 2 weeks before your rehearsal date.**

Your Wedding Day

The wedding director and the officiant retain the right to cancel the wedding in the event that the start of the wedding is delayed by late arrival of the couple. Your wedding must start on time.

Dressing Areas in the Chapel: The Chapel parlor is available 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.
- Wedding gowns should be hung on the wall hook in the parlor, not on the chandelier.
- Only one partner may dress at the Chapel. Attendants and family should arrive already dressed. There are not facilities for both partners to dress separately in the Chapel. If this is an issue, please contact your wedding coordinator.
- All personal items should be removed from the parlor when the wedding 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 visitor relations desk. Please 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 cannot accept responsibility for any valuables left anywhere at any time in the Chapel.
- The Chapel should be left exactly as it was prior to the ceremony.

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

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

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 officiant, 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 also 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 families. The Wedding Director will signal each wedding participant during the processional, as well.

Organist: 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 officiant(s). Sound adjustments will be made during the ceremony for readers.

Immediately following the ceremony, the sound technician will present a recording (audio 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) to advise them of your technical service needs. For more information, please see page 6 of this document.

Officiant: Approximately 20-30 minutes before the start of the ceremony, the sound technician will provide the officiant 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 available for pickup at your rehearsal. Early pickup can be arranged by contacting the Chapel Wedding Coordinator: 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 visitor relations staff help with set-up/clean-up, secure doors, and protect the privacy of wedding parties by monitoring tourists. The wedding assistant helps the Wedding Director with flowers, signals, and moving the wedding parties around the Chapel. The Chapel housekeeping staff assists with 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 14-16 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 17-20 of this document.

The Chapel Wedding Register: After the ceremony, the wedding couple, officiant, 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 ceremony, inside or outside the Chapel, including bubbles, rice, confetti, petals (real or artificial), potpourri, birdseed, doves, balloons, pom-poms, etc.

Other Important Information for Your Wedding

Building & Grounds

Because the Chapel is used 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.

Food and drinks (other than bottled water) are not permitted upstairs or in the parlor area.

The Chapel is a smoke-free building.

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.

The Chapel is not able to be a backup or photography site for weddings scheduled in the Sarah P. Duke Gardens.

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-lead.

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

Wedding Officiants

In order to perform a wedding ceremony in Duke University Chapel, an officiant must be recognized by the State of North Carolina and comply with all applicable laws. **It is your responsibility to find and secure the officiant for your wedding, discuss denominational or other specific requirements, and compensate the officiant for their services.**

Please note:

When scheduling an officiant for your wedding ceremony, please confirm that they can attend both the rehearsal and the wedding, as they are 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 officiant.

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

Couples are encouraged to invite officiants with whom they have a personal connection (i.e. a family minister; a local official). If this is not possible, upon request, Duke Chapel is happy to assist you in finding an officiant for your wedding. Please discuss this with the Wedding Coordinator at the time of your reservation or as early in your planning process as possible.

Please note that a Chapel officiant is not a part of our wedding “package,” so you will be responsible for compensating them separately for their services. If you have any questions, the Wedding Coordinator will be happy to clarify.

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

Wedding Music

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: Your reservation includes music from the Chapel Organs and the Chapel Organist as part of your wedding. When the Chapel Organist is unavailable, he will choose a qualified substitute. Because of the demand on organ use at the Chapel, we generally restrict its use to the Chapel Organists or their designee.

The Chapel Organist will serve as musical director for your 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. Couples are invited to recommend selections and to work closely with the Organist in designing your wedding. It may not be possible for all selections to be played on the Chapel organs, but, the Organist will help you find the music and the musicians your need to make your wedding beautiful.

Instruments: The gallery organ (Benjamin N. Duke Memorial Organ, Flentrop, 1976) is the first choice for most Chapel weddings. The chancel organ (Aeolian, 1932) may be used on occasion. Use of a specific organ is dependent upon its availability.

Organist's Fee: Included in your final wedding payment is the consultation with the Chapel Organist, one rehearsal for one hour with up to two soloists or two instrumentalists, music before the wedding ceremony, processional, recessional, one postlude, and music selected for use during the wedding ceremony. The organist generally does not attend the wedding rehearsal. However, requests to attend will be considered and depend on the availability of the organist (or their substitute). There is an additional fee of \$100 for participation in the rehearsal.

Please note: No discount is available for those who choose not to include organ music in their wedding. Similarly, additional or alternate music selections do not reduce the base fee. As described elsewhere, the Chapel can assist in finding other musicians for your wedding. Additional fees for their services may apply.

The Chapel Organist should be contacted no later than 6 weeks prior to the wedding date. While some couples prefer to schedule an in-person meeting, much of the work can be done electronically. Please contact the Chapel Organist at christopher.jacobson@duke.edu to schedule your consultation and to address any questions about your wedding music. In your initial email, please provide the following information:

- Current 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) and instrumentalists;
- Name and phone number of the officiant.

Consultation with the Organist

- Whenever possible, the organist will help to select music that is meaningful to you and your family. The typical musical components of a wedding ceremony are prelude, processional(s), recessional, postlude, hymns, service music, and all music with additional performers. Music for prelude and postlude is generally recommended by the organist, but wedding parties are welcome to make requests.
- 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.
- The organist is not obligated to honor requests for changes in music after the consultation.

Vocalists/Instrumentalists: The Chapel Organist is available to assist in locating professional musicians. Vocalists and instrumentalists will be provided water in protected containers during the ceremony; no other drink or food is permitted at any time in the gallery or elsewhere in the Chapel's sanctuary.

Additional Charges: In the event that you select alternative music for your wedding, and the Chapel has enlisted musicians on your behalf, please note that the fees for this service are payable at the time of the consultation. (See page 8 for additional information.)

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

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

Wedding Flowers

The Chapel is – by artistic design – ornate and decorative; flowers, greenery, or extra candles are not necessary. However, couples may add 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>
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 attendants and parents 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 wedding couples'), and label corsages with the role of the wedding participant, e.g., parent, grandparent, 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 parents and grandparents, 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 wedding party to the north (Divinity School-side) arcades for photographs. Flowers will be given to them at this time. In a traditional wedding, this would be the bride only. Other configurations will be accommodated.
- 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, altar, and lighting the altar candles. Additional candles in the Chancel may be included in wedding decorations provided they are driplless 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.
- Junior attendants 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 ceremony, inside or outside the Chapel, including bubbles, rice, confetti, petals (real or artificial), potpourri, birdseed, doves, balloons, pom-poms, etc.
- Driplless 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 – seasonal decorations may be in place. Please ask the Wedding Coordinator for specific details about your wedding date.

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: 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: _____ Date _____

Title: _____

Wedding 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. 25) 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 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
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.
- If at all possible, please 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, one partner and their party are photographed in the south (Bryan Center-side) arcades and courtyard, whereas the other partner and their party is 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. Other accommodations are possible upon request.
 - b. Guests are seated starting 30 minutes before the ceremony. Thus, portraits of one partner and party should wrap up in plenty of time for ushers to get in place to escort guests. For a 6:00 p.m.

wedding, portraits 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 sanctuary.
- You're welcome to take informal pictures, without flowers, in the dressing area (parlor).
- Flowers should not be in the dressing area prior to the ceremony; instead, they will be distributed 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 party (Party A) from the parlor to the arcades for photographs. **Please wait to be led from the parlor by the Wedding Director or assistant director and don't lead the 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:

Please note: Confirm the style of photography and videography you are expecting and review the implications with your photographer. We have seen more than a few awkward moments and uncomfortable blunders. Please discuss at length and then confirm your expectations with the Wedding Director.

- In general, 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.
- Please consult with the Wedding Director re: where to station a second photographer to capture the procession so that a suitable and subtle location can be arranged.
- After the processional 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 ceremony.
- The Wedding Director should approve video recording or filming of the ceremony 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. 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 ceremony. No spotlight may be used during the ceremony.

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.
- 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.

Wedding and Engagement Portraits:

- Only Chapel wedding couples, current full-time Duke students, and Duke graduates may request to have wedding 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 wedding portraits. Please note that wedding portraits cannot be made *inside* the Chapel at this time; only the exterior grounds and outside arcades may be used.
- Formal wedding portraits are only allowed *inside* the Chapel for Chapel wedding couples on the day of the wedding during the time they have reserved for their wedding.

Note to all photographers and videographers:

Images of Duke Chapel are held 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.

Please note that any use of drones for photography must comply with the university's Drone Policy. Drones are not permitted inside Duke Chapel. For more information, please visit: <https://drones.duke.edu/policies>

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.

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:

Appendix I: Directions to Duke Chapel

GPS address for Chapel:

Duke University Chapel
401 Chapel Drive
Durham, NC 27708

GPS address for guest parking:

Bryan Center Parking Deck
125 Science Drive
Durham, NC 27708

To Duke Chapel/Bryan Center Parking Deck (for 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 (for 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 designed to 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 are firm (10:45 AM -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), there is some flexibility in many of the details. 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. For the sake of clarity, this section uses Partner A or B and Party A or B to describe the couple and their attendants.

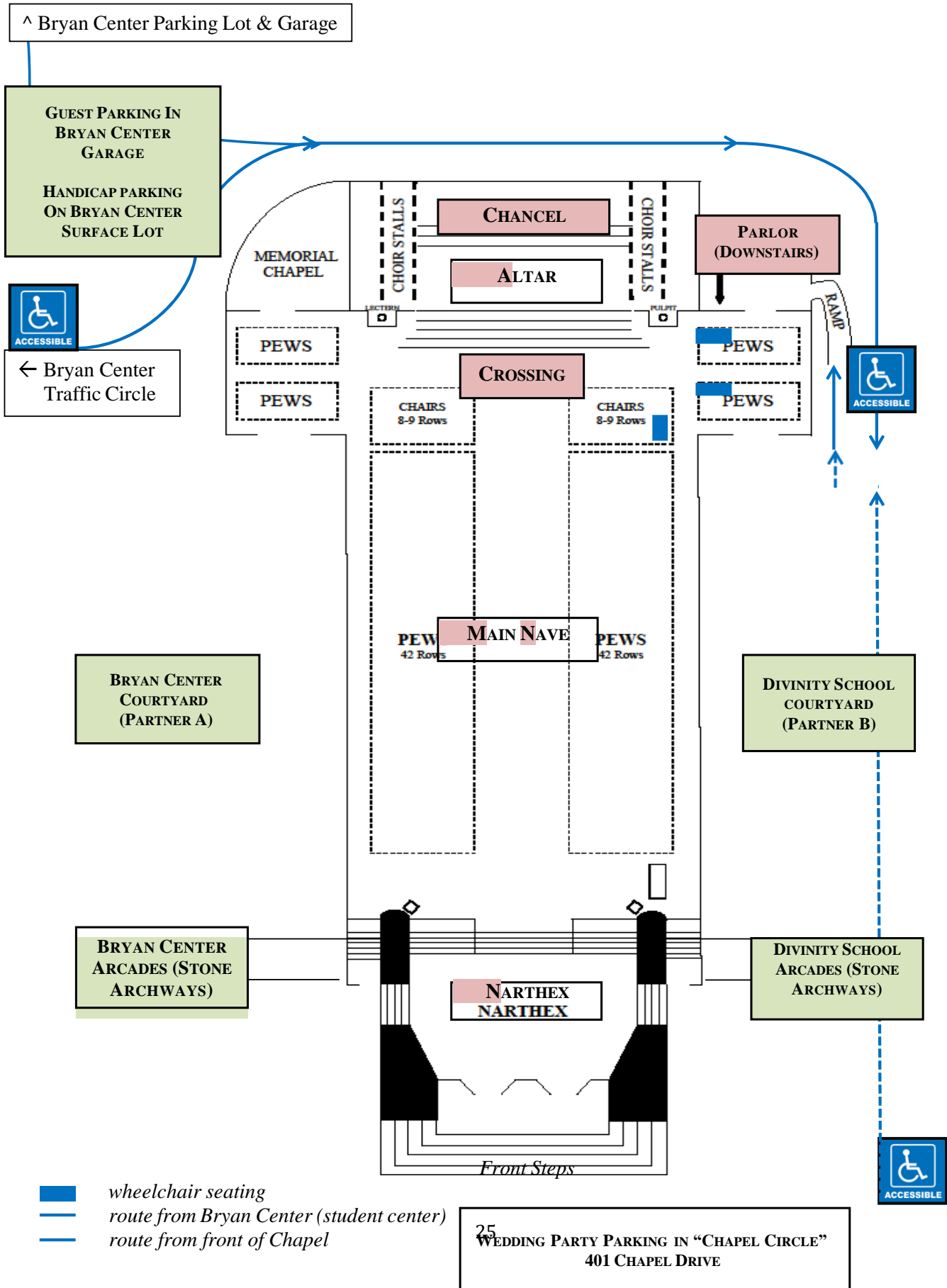
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|---------------------|---|
| 10:45 / 1:45 / 4:45 | Wedding reservation begins
Arrival time for florist, photographer, videographer, and Partner A and Party A
Partner A and Party A to downstairs parlor via side handicap door |
| 10:55 / 1:55 / 4:55 | Partner B and Party B arrive, gather near greeter's desk to receive boutonnieres
Photos of Partner and Party B in Bryan Center-side courtyard/arcades will wrap up by 11:20 / 2:20 / 5:20 |
| 11:20 / 2:20 / 5:20 | If desired, "first look" photos in the Divinity School-side courtyard/arcades
Program attendants/guest book attendants in place in the narthex |
| 11:25 / 2:25 / 5:25 | Partner B, officiant, and Main Attendant B move to waiting area downstairs
Party B members in place to escort guests |
| 11:30 / 2:30 / 5:30 | Prelude music begins, seating of guests begins
Partner A and Party A move from parlor to Divinity School-side courtyard/arcades for photos |
| 11:50 / 2:50 / 5:50 | Seating of grandparents
Partner B, officiant, and Party B members move to side vestibule to line up
*Party B can process in from the side with Partner B, or down the center aisle paired with members of Party A |
| 11:55 / 2:55 / 5:55 | Seating of parents
Partner A and Party A move from the arcades into the narthex to line up |
| 12:00 / 3:00 / 6:00 | Wedding party processional |

Officiant, Partner B and Party B enter from side
Party A and junior attendant(s) enter down center aisle
Final processional (Partner A)
Wedding ceremony
Recessional
Signing of documents
Wedding party and family return to the altar area for group photos

1:20 / 4:20 / 7:20 Photography wraps up
Everyone begins moving toward cars to exit Chapel and Chapel grounds

1:30 / 4:30 / 7:30 Reservation ends

Appendix III: DIAGRAM



Appendix IV: Protocols for Catholic Weddings at Duke Chapel with Extra-Diocesan Marriage Preparation

The guidelines below should be consulted by any engaged couple 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.
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 members of the couple 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 private wedding planners.
 - 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 parties 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 ceremonies 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 ceremonies 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

The Chapel reserves the right to revise or modify policies and procedures as necessary.
All fees are subject to change. However, the fees in effect at the time of your reservation shall apply until your wedding day.

Please note that the Chapel complies with all Duke University policies. If you have questions about any aspect of these policies, please contact the wedding coordinator at Duke Chapel for clarification.