Memorial Services & Funerals at Duke Chapel
A Guide for Families

Questions and inquiries should be directed to Duke Chapel’s Event Coordinator,
Sara Blaine Clark, at 919.684.8150 or sara.clark@duke.edu.

The following information will be helpful as the Chapel assists with arrangements for the service:

1. Name of your deceased loved one: __________________________________________

2. Affiliation with Duke: ______________________________________________________

3. Name, address, and telephone number (or email address) of the person planning the service:
__________________________________________________________________________
__________________________________________________________________________

4. Preferred date/time of the service: ___________________________________________

5. Area of the Chapel to be used (please circle one): Main Nave / Memorial Chapel (seats 48)

6. Officiant (preferably your family minister): _________________________________

* If you would like one of the Chapel’s ministers to preside over the service, please email Sara Clark (sara.clark@duke.edu). Note that the family is responsible for paying the minister’s honorarium.

7. Would you like an organist? _________________________________

* If yes, please email Sara Clark (sara.clark@duke.edu) and she will be happy to see if a Chapel organist is available to play. Note that the family is responsible for paying the organist’s honorarium.

8. Reserved parking for family – how many spaces? ______________________________

* For weekday services, Sara will make arrangements with the Duke Parking Office for free parking in front of the Chapel for family. For weekend services, the family or Duke department must pay for reserved parking.

9. Reserved seating at service – how many seats? ________________________________

10. Approximately how many guests are you expecting? __________________________

11. Will the family…

   11a. Gather in the parlor before the service? _________

   11b. Greet guests in the narthex after the service? _________
12. Will there be…

12a. A registry for guests? (provided by the family): _________

12b. Bulletins? (provided by the family or academic department): _________

12c. Ushers? (provided by the funeral home or family): _________

13. Sound system needs (required for a Nave service, not required for a service in the Memorial Chapel):

* The Event Coordinator will contact Duke Technical Services, but the family or the Duke academic department (if applicable) will be responsible for paying Technical Services fees. This cost is generally in the $100 range, depending on services rendered.

13a. Do you know if you will need any additional microphones for the service, beyond the pulpit and lectern mics (i.e. will presiding clergy or others need a lavaliere mic)?

Yes, No, or Unsure: __________

13b. Name & contact info of who should receive the audio (CD) recording of the service?

__________________________________________________________

13c. What is the billing address for the Tech Services fee?

________________________________________________________________________

________________________________________________________________________

14. Are you interested in streaming the service live online, plus a video (DVD) recording? (Available for Nave services only. This is similar to the streaming video done for the Chapel’s regular Sunday morning worship services.)

* Please note that this service is optional and is not included in the Technical Services fee. Its cost is in the $350 range, although discounts may be available. Please email C’Access, Inc. for additional details or if you have any questions (caaccessinc@gmail.com).

Yes, No, or Unsure: __________

If yes, have you already contacted C’Access, Inc.? __________

Special Notes & Requests

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