

# MEMORIAL SERVICES & FUNERALS AT DUKE CHAPEL

## A GUIDE FOR FAMILIES

*Questions and inquiries should be directed to [dukechapel@duke.edu](mailto:dukechapel@duke.edu). More information is available at [www.chapel.duke.edu/worship/funerals](http://www.chapel.duke.edu/worship/funerals).*

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. Preferred date/time of the service: \_\_\_\_\_
4. Area of the Chapel to be used (please circle one): Main Nave / Memorial Chapel (seats 48)
5. Primary Contact Name and Information (telephone number, mailing address, and/or email):

*\* This should be the family member, minister, or funeral home contact who is in charge of planning the service*

\_\_\_\_\_  
\_\_\_\_\_

6. Additional Family Contact (if any): \_\_\_\_\_
7. Officiant Name and Contact Information (preferably your family minister or funeral home):

\_\_\_\_\_  
\_\_\_\_\_

*\* If you would like one of the Chapel's ministers to preside over the service, please email [dukechapel@duke.edu](mailto:dukechapel@duke.edu). Note that the family is responsible for paying the minister's honorarium. Many times an honorarium is not expected; however, honoraria in the range of \$100 to \$200 are often still given as a gesture of appreciation for the minister's time and care.*

8. Will there be a casket or ashes present at the service? \_\_\_\_\_
9. Approximately how many guests are you expecting? \_\_\_\_\_
10. Reserved seating at service – how many seats? \_\_\_\_\_
11. Reserved parking for family – how many spaces? \_\_\_\_\_

*\* For weekday services, the Chapel will make arrangements with the Duke Parking Office for free parking in front of the Chapel for family (generally 5-10 spaces). For weekend services, the family or Duke department must pay for reserved parking.*

12. Will the family...
  - 12a. Gather in the parlor before the service? \_\_\_\_\_
  - 12b. Greet guests in the narthex after the service? \_\_\_\_\_

13. Will there be...

13a. Registries for guests? (provided by the family): \_\_\_\_\_

13b. Bulletins? (provided by the family or academic department): \_\_\_\_\_

13c. Ushers? (provided by the funeral home or family): \_\_\_\_\_

13d. Flowers, Photos, or other materials? (provided by the family): \_\_\_\_\_

14. Would you like an organist? \_\_\_\_\_

*\* If yes, please email [dukechapel@duke.edu](mailto:dukechapel@duke.edu) and we 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 in exchange for his services. Amounts will vary, but the organist's honorarium is typically around \$300. The check should be given privately to the organist and thus should be made out directly to them, not to Duke Chapel.*

15. Use of the sound system is required for a Nave service but is not required for a service in the Memorial Chapel. Basic services include microphones, podium and lectern set-up, a trained technician on-site to run sound the day-of, and an audio recording of the service.

*\* The Chapel will contact Duke Technical Services, but the family or the Duke academic department (if applicable) will be responsible for paying the Technical Services fees. This cost is generally in the \$150 range, depending on services rendered.*

15a. Will you require any additional microphones for the service, beyond the pulpit and lectern mics (i.e. will presiding clergy or others need a lavalier mic)? \_\_\_\_\_

If yes, please list: \_\_\_\_\_

15b. What is the billing address for the Technical Services fee?

\_\_\_\_\_

15c. Name and contact info of who should receive the audio recording of the service?

\_\_\_\_\_

16. Are you interested in streaming the service live online, plus a video recording? \_\_\_\_\_

*\*Please note that this option is available for Nave services only. It is similar to the streaming video done for the Chapel's regular Sunday morning worship services. This service is NOT included in the Technical Services fee and is typically in the \$350 range.*

17. Will this service be a public or private event? \_\_\_\_\_

17a. If public, please provide a one-sentence description to include on our website:

\_\_\_\_\_

18. Would you be interested in a pre-service facilities and service consultation? \_\_\_\_\_

*\*If you are not familiar with Duke Chapel, we strongly recommend a phone or in-person consultation prior to the day of the service. This consultation typically takes 30 minutes and includes a physical or verbal walkthrough of the space, as well as an opportunity to discuss any questions or concerns.*

18a. If yes, please provide a convenient date and time for you and the presiding party:

\_\_\_\_\_

