Blessing/Union Information
DUKE UNIVERSITY CHAPEL
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We are delighted that you are considering holding your ceremony at Duke Chapel. Those who built Duke University’s West Campus gave the University a wonderful place in which students, faculty, and staff could worship God and gather for significant moments in the University’s life as well as their own. The purpose of the Chapel is to keep the heart of the University listening to the heart of God. By choosing to have your ceremony at Duke Chapel, you are seeking to enact this most intimate moment of your lives in a place where people gather in large numbers to listen to the heart of God. May you hear God’s voice, know God’s blessing, and keep close to the heart of God throughout your lives together.

Your Union

This ceremony is about a covenant between two people. By choosing to hold the ceremony in a public building and inviting guests, you are recognizing that your new life affects the lives of many other people, and that you will need their support if you are to sustain your life together. Everything about the ceremony testifies to the significance of the choice you are making and the roles that God, family, friends, and one another will play in support of your union amidst the sometimes stormy seas of changing emotions, fragile health, family pressures, profound temptations, and economic uncertainty. While the Chapel’s grand architecture provides a beautiful setting for your “perfect day,” at a deeper level it points to the sacred covenant—a life shared in community before God.

This booklet gives you advice, guidelines, and policies to help you plan your ceremony at Duke Chapel. Some of the policies are quite strict. This is out of respect for three constituencies:

1. **Those who inhabit the West Campus of Duke University.** The campus is a place of life and activity, and often there are other planned and impromptu events taking place. Your service may not be the only event on campus. This often affects parking, and specific details may be worked out with the Wedding and Event Coordinator.

2. **Those with other events taking place at Duke Chapel.** Most of our concerns about timing (e.g. in relation to flowers and photography) are to ensure that every event, including other weddings and unions taking place the same day, go off without a hitch.

3. **Those who are part of the worship life of Duke Chapel, and who look to the Chapel as a place of holiness, dignity, and leadership in Christian liturgy.** Our concerns about music, photography, flowers, and the general ‘feel’ of the event are derived from a desire for everything that happens at Duke Chapel to glorify God, and be in keeping with the reputation of the building and its traditions.

Please read all Chapel policies before making a reservation. Once the Blessing/Union Reservation Form and Contract is completed and returned to the Chapel along with payment of the deposit due, it becomes a binding contract of acceptance to the terms and conditions noted in this document.

Your Life Together

Once again we wish you well for your blessing ceremony and your life together. We hope you discover that love doesn’t teach you what this union means—it’s your life together that teaches you what love means. It is our prayer that you may be blessed with the gifts you need to make your future together a blessing to yourselves and others.
Making a Reservation

In order to schedule a union ceremony or a reaffirmation of vows in Duke Chapel, the couple, or one of their parents or grandparents, should be a current full-time Duke student, a graduate of Duke University, or a current full-time Duke employee.

1. Please contact the Event Coordinator by email (sara.blaine@duke.edu):
   - to verify your eligibility
   - to check available times/dates
   - to make a reservation for your service and rehearsal

2. Unions, weddings, and vow renewal ceremonies are scheduled on Saturday afternoons at the following times:
   - **12:00** (reserved time 10:45-1:30)
   - **3:00** (reserved time 1:45-4:30)
   - **6:00** (reserved time 4:45-7:30)

Rehearsals for Saturday blessings/unions are scheduled for 60-75 minutes on Friday afternoons at the following times: 3:00- 4:15, 4:30-5:45, and 6:00-7:15.

Sunday afternoon ceremonies are sometimes available at **4:00** with rehearsals on Saturday evenings at 7:45.

3. Reservations may be made no more than one year in advance of the ceremony month and no less than six weeks before the ceremony date, e.g., on May 1, 2013, the reservation book opens for all available wedding, vow renewal, and union dates/times in May 2014.

   *Please note that a number of Saturdays throughout the year are devoted to worship and University events, such as concerts, recitals, and convocations. Prior to monthly sign-ups, couples are encouraged to contact the Event Coordinator for a list of available union dates and times.*

4. Once the reservation has been made, your completed and signed “Blessing/Union Information Form and Contract” and nonrefundable deposit of $500 is due within **ten business days** (please make check payable to Duke University Chapel).

Please mail to:

Sara Blaine  
Duke Chapel Event Coordinator  
Box 90974  
Durham, NC 27708-0974.

5. Receipt of these items will secure your reservation. If, after ten business days from the calendar entry date, the deposit and information form have not been received, the reservation will be canceled. Should the party wish to cancel the reservation at any time, the Event Coordinator must be notified.

When a reservation is made, the Chapel is reserved for a one hour and 15-minute rehearsal the day before the service and a 2 hour and 45 minute block of time on the union day. Staying within these blocks of time is absolutely essential.

For example, if your reservation is made for a 6:00 p.m. ceremony, your schedule will be:
<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:45</td>
<td>Reservation begins – couple arrives at Chapel; flowers delivered, and decorations set</td>
</tr>
<tr>
<td>5:00-5:20</td>
<td>Photos of one party</td>
</tr>
<tr>
<td>5:30-5:55</td>
<td>Pre-ceremony music; guests seated; photos of second party</td>
</tr>
<tr>
<td>6:00</td>
<td>Blessing/union ceremony begins</td>
</tr>
<tr>
<td>End of Ceremony - 7:20</td>
<td>Photographs</td>
</tr>
<tr>
<td>7:20</td>
<td>Exit Chapel; Move cars</td>
</tr>
<tr>
<td>7:30</td>
<td>Reservation ends</td>
</tr>
</tbody>
</table>

In order to avoid any misunderstanding about the exact dates and times of your service and rehearsal, please confirm your reserved date and time with the Event Coordinator before ordering invitations. Also, please notify the Event Coordinator of any changes in phone numbers or addresses of the couple prior to the union so the Chapel contact information will be up to date.

If necessary, one postponement will be honored with the original deposit if you call at least four months prior to the original ceremony date, and if you reschedule at that time for a date within one year of the original ceremony date.

### Fees

Use of the Chapel, director, technical services, and parking for the couple/party:

- Nonrefundable deposit due with completed Blessing/Union Reservation Form and Contract (payable to “Duke University Chapel”) $500
- Nonrefundable balance due at pre-rehearsal consultation with ceremony director (payable to “Duke University Chapel”) $1,250

Duke Chapel Organist: Dr. David Arcus (or designate):

- Nonrefundable fee due at consultation with organist (payable directly to the organist) $350

### Technical Services

It is the responsibility of the couple to make arrangements for amplification of sound for the service by contacting Duke Technical Services no later than six weeks prior to the ceremony. Duke Technical Services will provide a CD recording of your union, which will be available immediately following the union.

Duke Technical Services:
(919) 660-1731
techsvcs@duke.edu
Directors: Blessing/Union Ceremonies

A Chapel director is required for each rehearsal and union ceremony in the Chapel. Our Chapel directors have been trained in the special intricacies of Chapel union ceremonies, and will work with each couple to ensure that all Chapel policies are understood and that a timely flow of the day’s proceedings occurs with smooth transitions between ceremonies.

Please contact the Event Coordinator approximately six weeks before the service to receive the name and contact information of your director. At that time you may schedule a pre-rehearsal consultation to work through the details of your rehearsal and ceremony.

The pre-rehearsal consultation with your director is a time for the director and the couple to get to know one another and discuss all aspects of the union (including placement of attendants, seating of special guests, and assignments of specific ushers to mothers/grandmothers, etc.). The couple will be shown the altar area, the waiting and dressing area, the side courtyards, and arcades where photos may be taken prior to the service. 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 this consultation is not a time to include vendors such as private planners, florists, and photographers. The consultation will last 45-60 minutes.

The Chapel balance of $1,250 (payable to Duke University Chapel) should be paid at this time.

Please note: If you are planning to hire a private planner, you should request “Protocols for Planners: Blessings/Unions at Duke University Chapel.”
Email sara.blaine@duke.edu.

Chapel Organist

The Chapel Organist is required for each blessing/union ceremony in the Chapel, and should be contacted no later than six weeks prior to the ceremony date. At this time, the organist will suggest a date and time for your music consultation, which is scheduled approximately one month prior to the ceremony date. The Organist’s fee of $350 (payable to the Organist) should be paid at the consultation.

Please see the attached policies (beginning on page 20) concerning music and review them carefully before your consultation with the organist. It is the responsibility of the couple to inform members of the party and hired professionals of the policies pertaining to music for Chapel blessing/union ceremonies.

Please note: the Chapel Organist should be consulted on all aspects of the music for the ceremony before any music and additional music personnel are selected.
Parking

Parking is available in front of Duke University Chapel on the day of the ceremony for the couple, parents, and attendants. The charge for this service is included in the Chapel fee. You may use this parking only during the time you have reserved for your union.

- A parking officer will be contracted to reserve 30 spaces on the day of your Ceremony. 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, located behind the Chapel on Science Drive. Parking in the Bryan Center lot or in the parking deck normally costs $2 per hour – and when there is an event, there may be a $5 event parking charge. If desired, you may contact the Duke Parking Office at (919) 681-4604 before your ceremony date to purchase parking vouchers for your guests to park in the Bryan Center deck.

- 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. (Perhaps a note to that effect can be included in your program.)

- Please note that the parking fee does not include parking for rehearsals; therefore, please instruct members of your party to allow ample time to locate parking in the deck or arrange to have a driver drop off participants before the scheduled rehearsal time.

Programs

You are responsible for printing programs, if you wish to have them. To guide you in correctly preparing your program, you may request sample programs from the Event Coordinator or your assigned director.

- If you desire a picture of the Chapel on the cover of your program, please consider using the sketch available on the Chapel website: chapel.duke.edu (click on Worship, then Weddings).

- In your program, please remind guests that they should not take photos during the ceremony.

- Please note that five copies of your program are requested at the rehearsal. Please give these to your director, who in turn will distribute the programs to the minister, organist, assistant director, and sound technician.

- Please include the names of your Ceremony Director and Chapel Organist in your program.
The Rehearsal

It is essential that all members of the party be present and ON TIME for the rehearsal. This includes attendants, readers, ushers, parents, and clergy.

In the event of late arrival, the director and minister maintain the authority to cancel the 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.

- Your director will assist the minister by welcoming the party to the Chapel and directing the rehearsal. She 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 program available for the director at the rehearsal.

- Parking passes for reserved spaces in front of the Chapel will be made available at the rehearsal. Please note that the parking fee does not include parking for rehearsals; therefore, please instruct members of your party to allow ample time to locate parking in the deck at the back of the Chapel or have a driver drop off ceremony participants.

If you would like to arrange parking for your rehearsal, please contact Duke Parking Services at (919) 684-PARK.
The Ceremony Day

Please note: All services shall begin on time!

The director and minister have the prerogative to cancel the blessing/union in the event that the start of the service is delayed by late arrival of the couple.

Dressing Areas in the Chapel: The Chapel parlor is available to one party as a dressing room for the first 45 minutes of the reservation.

- The couple should arrive with hair and make-up ready, as time allows only for touch-ups.
- Please hang the gown on the wall hook in the parlor, not on the chandelier.
- Attendants and mothers should arrive already dressed for the service.
- There are no facilities for men to dress in the Chapel. They, too, should arrive already dressed for the union.
  - All personal items should be removed from the parlor when the party moves upstairs, as the couple, minister, etc., will be moved to the parlor as soon as it is vacated – at least 30 minutes before the start of the ceremony. Items should be sent to cars or, for easy retrieval after the union, placed on the back pew near the Chapel attendant’s desk. It would be helpful to 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 should be left exactly as it was prior to the ceremony.
- The Chapel cannot accept responsibility for any valuables left anywhere at any time in the Chapel.
- Chapel parlor access is not available to the celebrants 30 minutes before the start of the ceremony.

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

Wheelchair Access: There is a wheelchair-accessible entrance nearest the Divinity School. Facing the Chapel, directional signs are posted along the walkway on the right.

Director: Your assigned director will be at the Chapel to greet the couple and party upon arrival and to meet with the florist, the photographer/videographer, the minister, and the organist. The director will oversee the set up for the ceremony, the placement of the kneeling bench, the flowers, candles, etc. She will distribute flowers and coordinate the movements of the couples and their parties. She will signal the organist for special music and coordinate the seating of special guests and mothers. She will also signal each participant during the processional.

Organist: On the day of the service, the organist will meet with the director to coordinate organ signals fifteen minutes before the start of the prelude. It is the responsibility of the organist to coordinate all aspects of the pre-approved music for the ceremony, including that of hired vocalists and instrumentalists. 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 union to provide amplification assistance for your ceremony. A lavaliere microphone will be provided for the minister(s). Sound adjustments will be made during the ceremony for readers.

Immediately following the ceremony, the sound technician will present a recording of the ceremony to the director, who will, in turn, present it to one of the couple's family members for safe keeping.
Couples should contact Duke Technical Services at least six weeks prior to the date of the ceremony (919-660-1731 or techsvcs@duke.edu) to advise them of all technical services needs (i.e. number of ministers, number of readers, etc.).

Minister: The sound technician will provide the minister with a lavaliere (radio) microphone and instructions for use.

Duke Parking Guard: A parking guard for the front of the Chapel is assigned for every wedding, union, and vow renewal in the Chapel to ensure that 30 reserved parking spaces are available to each party on the date of their ceremonies. Parking passes are color-coded and will be available for pickup at your rehearsal. Early pickup can be arranged by contacting Renée Adkins, Duke Parking Office (919-668-5407).

Chapel Staff: In order to facilitate our busy event schedule, we are fortunate to have the assistance of several key Chapel employees. The Chapel attendant helps with set-up/clean-up, secures doors, and protects the privacy of the couple by monitoring tourists. The assistant director helps the director with flowers, signals, and moving the party around the Chapel. The Chapel housekeeper stays busy cleaning and straightening, preparing the Chapel for the next event.

Florist: The director will be available to meet with your florist to ensure delivery of flowers to proper places.

Photographer/Videographer: The 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.

Leaving the Chapel: Please note that nothing may be released or thrown in celebration of the couple before or after the service, inside or outside the Chapel, including bubbles, rice, confetti, petals (real or artificial), potpourri, birdseed, doves, balloons, pom-poms, etc.

Duke Chapel Policies: Building & Grounds

- Because the Chapel is used so extensively for many types of services and events, the party should 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 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.
- Nothing may be released or thrown in celebration of the couple before or after the service, inside or outside the Chapel, including bubbles, rice, confetti, petals (real or artificial), potpourri, birdseed, doves, balloons, pom-poms, etc.
- The Chapel is a smoke-free building and alcohol is not permitted, except for wine used for Communion. This applies to the Chapel and its surrounding area, and to the events of the rehearsal and the ceremony itself.
- Food and drinks (other than bottled water) are not permitted upstairs or in the parlor area.
- The Chapel is not able to be a backup site for ceremonies scheduled in the Sarah P. Duke Gardens.
Duke Chapel Policies: 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-leaded. 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 late February/early March. We are trying to shift to a January-to-January scaffolding schedule.

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 ceremony, 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 Event Coordinator will make every effort to contact all couples who have weddings and blessings/unions scheduled during that time. The Chapel will not ask those couples to move their ceremonies, but those couples may reschedule the date of their ceremony 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 ceremonies coincide with a restoration project.
- No restoration work will actually take place while a ceremony or rehearsal is in progress.
- We greatly appreciate the understanding and patience of those couples whose services may be affected by restoration. Contact the Event Coordinator at (919) 684-8150 with questions.

Duke Chapel Policies: Clergy

Couples are encouraged to invite the ministers of the congregations where they are members to perform their blessing/union ceremonies in the Chapel. If your minister is not available to perform your ceremony, there may be ministers at Duke Chapel who are available to preside. For details, please contact the Director of Worship: Meghan Feldmeyer, meghan.feldmeyer@duke.edu, (919) 684-8478.

In order to perform a blessing/union ceremony in Duke University Chapel, a minister should be ordained and recognized by his/her denomination. **Those who receive ordination online are not viable ministers for Duke Chapel ceremonies.** If you are using a minister external to Duke Chapel please let the Event Coordinator know their name, phone number, contact information and denomination so that we may verify ordination credentials. **Your minister’s denomination must allow the blessing of same-sex unions.**

When scheduling a minister for your ceremony, please confirm that the minister can attend both the rehearsal and the ceremony. It is your responsibility to find and secure the minister for your service, discuss denominational specifics, and compensate the minister. These fees are arranged per individual.
Duke Chapel Policies: Music

The Chapel enjoys a standard of excellence in music and wishes to have this standard maintained in all Chapel events that involve music, including blessings and unions. Care should be given to respect these ceremonies in the Chapel as worship services. The music selected for these services should be sacred and classical. Commercial and popular music, contemporary Christian repertory, and some folk music will not be approved. Classical guitar is permitted, but other uses of guitar are not. The use of the piano will generally be discouraged. Please read carefully all paragraphs in this section.

- **The Organist and other Musicians.** The Chapel Organist shall play for all weddings, vow renewals, and unions in the Chapel, and, when unavailable, he will choose a qualified substitute. Musicians other than those specifically approved by the Chapel Organist are not permitted to perform at ceremonies.

- **Approval of Music.** The Chapel Organist serves as musical director for each ceremony and as consultant on all aspects of music for the service, including vocal and instrumental solo literature, and music with which the organist may not be directly involved. The Chapel Organist should approve all musical selections before they may be used in the service. Couples are invited to recommend selections, with the understanding that the Chapel Organist may not approve all the music requested and may offer alternative suggestions.

- **Instruments.** The gallery organ (Benjamin N. Duke Memorial Organ, Flentrop, 1976) is used for weddings and unions, but the chancel organ (Acolian, 1932) may on occasion be used, if so directed by the Chapel Organist. Use of a specific organ is dependent upon its availability. The Chapel Organist should pre-approve the use of any other instrument in place of or in addition to the organ.

**First Steps:** The Chapel Organist should be contacted no later than six weeks prior to the ceremony date and should be consulted on ALL aspects of the music for the ceremony BEFORE any music and additional music personnel are selected. Contact the Chapel Organist at (919) 684-6388 or david.arcus@duke.edu to schedule your consultation and to address any questions about your service’s music. Please do not call the Chapel Organist at any other number.

Be prepared to give the following information:

1. Phone numbers where couple (or parents, etc.) may be reached;
2. Date and time of the ceremony;
3. Name(s) and phone number(s) of soloist(s), if any; also some information about their musical background and experience;
4. Name and phone number of officiating clergy.

The Chapel Organist will then suggest a date and time for consultation, which is scheduled approximately one month prior to the ceremony date.

**Organist’s Fee:** The organist’s fee includes the consultation, one rehearsal for one hour with up to two soloists or two instrumentalists, music before the service, the processional, recessional, one postlude, and music selected for use during the service. The organist generally does not attend the rehearsal. Requests to attend will depend on the availability of the organist (or a substitute designated by the Chapel Organist) and be subject to an additional fee of $100.
Consultation with Organist:

(1) The consultation will last 50-60 minutes and will be held at the Chapel.
(2) During this session, all service music is considered and selected as possible. The typical musical components of a blessing/union ceremony are prelude, processional(s), recessional, postlude, hymns, service music, and all music with additional performers. Music for prelude and postlude is generally left to the discretion of the organist, but couples are welcome to make recommendations. 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 ceremony date. Unless otherwise arranged, the organist will supply the couple with the correct form of music titles and composers’ names.
(3) Because the consultation is an appropriate time for choosing additional vocal or instrumental music, soloists should be present, if at all possible. If they cannot be at the consultation, they should contact the organist as soon as possible to arrange rehearsal time. (No extensive rehearsal time with soloists can be guaranteed during the consultation itself.) Please read the material below for more information.
(4) The organist is not obligated to honor requests for changes in music after the consultation.

Vocalists/Instrumentalists: The Chapel Organist should pre-approve not only the music but also all additional musicians or ensemble whose services may be engaged at the ceremony. Musicians new to Duke Chapel should contact the organist before their services are secured. The Chapel Organist is also available to assist in locating professional area musicians. Family members who are not professionally trained musicians are strongly discouraged from performing. Many musicians find that the acoustics of Duke Chapel enhance their voices or instruments; however, the size and acoustics of the building can intimidate even the most seasoned musicians unfamiliar with the space. In light of these challenges, great care will be taken in engaging additional musicians, who should plan to work under the guidance of the organist’s experience and expertise. Vocalists should plan to sing without amplification. The organist is available for one rehearsal with up to two vocalists or two instrumentalists for up to one hour, and will not teach notes or do rudimentary coaching. Water in protected containers is allowed in the organ gallery; no other drink or food is permitted at any time in the gallery or elsewhere in the Chapel’s sanctuary.

Event Program: The name and title of the organist should appear in the program as:
    Chapel Organist……………Dr. David Arcus (or designate)

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

It is the responsibility of the couple to inform members of the party and hired professionals of the policies pertaining to music for Chapel ceremonies.
Duke University Chapel

Florist Agreement

Please complete and return to the Director upon arrival at the Chapel.

Business Name: ____________________________________________

Contact Person: ____________________________________________

Mailing Address: ____________________________________________

City/State/Zip ______________________________________________

Phone: __________________________ Fax: __________________________

Email: ______________________________________________________

Website: ____________________________________________________

Name of the Couple, Date, Time: _________________________________

____________________________________________

Are you familiar with the Chapel? If so, please list one or two Chapel weddings or blessing/union ceremonies with which you have assisted.

I, the undersigned, have read the Florist Guidelines for Weddings and Unions in Duke University Chapel.
I will follow all guidelines to ensure professional service to the couple and to Duke University Chapel.

Signature: ________________________________

Title: ______________________________________________________

Date: ______________________
Duke Chapel Policies: Flowers

The Chapel is – by artistic design – ornate and decorative, so that flowers, greenery, or extra candles are not necessary. However, couples may use these decorations by following these guidelines concerning flowers:

- Couples may choose their florist; however, florists should comply with all policies contained within this section. All questions should be referred to the assigned director, whose decision is final.
- The couple has reserved the Chapel for a period of two hours and 45 minutes with their ceremony beginning promptly on the second hour; i.e., if the union 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 service prior to the allotted time period. After the service, 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 union in question. No exceptions can be made.
- Florists are requested to deliver and pick up flowers at the following times:

<table>
<thead>
<tr>
<th>Ceremony Start Time</th>
<th>Flower Delivery Time</th>
<th>Flower Pick-up Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:00 noon</td>
<td>10:45 a.m.</td>
<td>1:15-1:30 p.m.</td>
</tr>
<tr>
<td>3:00 p.m.</td>
<td>1:45 p.m.</td>
<td>4:15-4:30 p.m.</td>
</tr>
<tr>
<td>4:00 p.m.</td>
<td>2:45 p.m.</td>
<td>5:15-5:30 p.m.</td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td>4:45 p.m.</td>
<td>7:15-7:30 p.m.</td>
</tr>
</tbody>
</table>

- **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 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, and label corsages with the role of the participant, e.g., mother, grandmother, etc. This will greatly facilitate distribution. The director will distribute and pin flowers.
- The directors at the Chapel recommend wrist corsages or small bouquets for mothers and grandmothers, as many pin-on arrangements are too heavy for attaching to silky formal attire.
- Flowers are not permitted downstairs in the dressing area. Approximately 30 minutes prior to the ceremony, the director or the assistant director will move the party to the north arcades for photographs. Flowers will be given to the couple and their attendants at this time.
- 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 service, 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 director for placement and other requirements for the ceremony in question. All decorating should be completed no later than 35 minutes prior to the actual union 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 union by turning spotlights on the cross and altar and lighting the altar candles. Additional candles may be included in decorations, provided they are dripless candles or they are protected by metal cylinders (provided by the florist).
• 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 director prior to the ceremony 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 a departed loved one. The Chapel does not provide memorial candles but we are able to accommodate them. Florists should be aware that these are usually pillar candles displayed on ledges 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.

• Flower girls may carry flowers but may not drop petals.

• Nothing may be released or thrown in celebration of the couple before or after the service, inside or outside the Chapel, including bubbles, rice, confetti, petals (real or artificial), potpourri, birdseed, doves, balloons, pom-poms, etc.

• Dripless 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 any steps or in the chancel area so that these decorations stand in front of the altar and the cross or hinder movement by members of the 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 director prior to the ceremony regarding any floral arrangements not mentioned above.

At the time of the ceremony, 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 ceremonies around holidays, especially Thanksgiving, Christmas, New Year, and Easter, that seasonal decorations will be in place. Please check with the Event Coordinator for specific details.

It is the responsibility of the couple to inform members of the party and hired professionals of the policies pertaining to flowers for Chapel blessings and unions.
Duke University Chapel

Photographer/Videographer Agreement

Please complete and return to the Director upon arrival at the Chapel.

Photographer – Videographer (Please circle one)

Business Name: __________________________________________

Contact Person: __________________________________________

Mailing Address: _________________________________________

City/State/Zip: ___________________________________________

Phone: __________________ Fax: ___________________________

Email: __________________________________________________

Website: ________________________________________________

Name of the Couple, Date, Time: ____________________________

________________________________

Are you familiar with the Chapel? If so, please list one or two Chapel weddings or blessing/union ceremonies you have photographed.

I, the undersigned, have read the Photography/Videography Guidelines for Weddings and Unions in Duke University Chapel. I will follow all guidelines to ensure professional service to the couple and to Duke University Chapel.

Signature: ____________________________________________

Title: __________________________________________________

Date: ______________________
Duke Chapel Policies: Photography/Videography

Couples may 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 union ceremonies and rehearsals in the Chapel.

All photographers/videographers must complete, sign and turn in the attached Chapel photography agreement prior to taking any photographs. They should check-in with the Director on site one hour prior to the union with form in hand. Any questions should be directed to the Director, whose decisions are final.

1. The couple has reserved the Chapel for a period of 2 hours 45 minutes with their ceremony beginning promptly on the second hour.

<table>
<thead>
<tr>
<th>Ceremony Start Time</th>
<th>Earliest Arrival Time</th>
<th>Stop Photos/Move Cars</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:00 noon</td>
<td>10:45 a.m.</td>
<td>1:20-1:30 p.m.</td>
</tr>
<tr>
<td>3:00 p.m.</td>
<td>1:45 p.m.</td>
<td>4:20-4:30 p.m.</td>
</tr>
<tr>
<td>4:00 p.m.</td>
<td>2:45 p.m.</td>
<td>5:20-5:30 p.m.</td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td>4:45 p.m.</td>
<td>7:20-7:30 p.m.</td>
</tr>
</tbody>
</table>

2. The party is not permitted on the grounds or within the Chapel outside of the reservation time (this includes both before and after the blessing/union ceremony).

3. Please follow all guidelines for photography/videography locations and time constraints before the ceremony, i.e., ushers are photographed in the south arcades/south courtyard, and other members of the party in the north arcades/north courtyard (the director can provide a map).

4. Ushers should be in place to seat guests at the assigned time to ensure that Chapel staff do not have to track down ushers or members of the party. Please wait to be led from the parlor by the director, the assistant director, or Chapel attendant.

5. Once seating of guests commences, videographers and photographers may not roam about the church floor.

6. All photography/video equipment should be stored out of sight of guests and the party.

7. The director should approve video recording or filming of the service and placement of cameras and recording equipment. 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 (919) 660-1731 or 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 service. No spotlight may be used during the service. Videographers may be in the downstairs dressing area, in the waiting area at the front of the Chapel, and outside the Chapel.

8. Please dress appropriately. It is common for photographers to don all black and wear soft-soled shoes.

9. Please do not move the kneeling bench or candelabras if taking pictures inside the Chapel before the ceremony. The kneeling bench can be moved aside after the ceremony for photos.

10. Informal pictures may be taken of the couple (without flowers) in the dressing area prior to the ceremony. Flowers should not be in the dressing area before the service. The antique furnishings cannot be moved to facilitate picture taking (this includes antique floor mirror). The director or the assistant director will arrive to usher the party (approximately one-half hour prior to the service) to the north arcades for photographs. Flowers will be distributed to the couple and their attendants in the arcades.
• Please make every effort to keep the couple and their attendants from being seen by the guests prior to the ceremony.
• Please **do not move door mats, outside or inside**. Doing so creates a tripping hazard for guests, the party, and staff. Please reposition your shots to avoid our mats.
• Once the seating of guests has begun, photographers and videographers should stay out of the center aisle and away from the altar area. Please remain out of the line of vision of seated guests. Should picture taking interfere with the seating of the guests the photographer will be asked to move.
• Photographers/Videographers may capture the party as the ceremony participants begin the proccessional by standing to the side at the entrance of the center aisle. They should not step into the center aisle, however briefly. The Director is unable to hold up the ceremony for photographers.
• Please consult with the Director regarding where to station a second photographer to capture the procession so that a suitable and subtle location can be arranged for the taking of these photos.
• Pictures (including video recording) requiring flash or special lighting are not to be taken during the service. The Chapel should be used as it is presented; this includes lighting.
• Photographers/videographers should not be in front of seated guests at any time.
• **During the processional**, all photographers should remain at the back of the Chapel. Once the ceremony is underway, the photographer may move quietly **down the center aisle** to a distance no closer than six (6) feet behind the last seated guest.
• The photographer should not photograph from side aisles or pews where guests are seated.
• Pictures **without flash** will be permitted from the position behind the guests after the processional and during the ceremony.
• As soon as it is evident that the ceremony is ending, the photographers should return to the back of the Chapel **via the side aisles**.
• Photographers/videographers cannot stand on Chapel pews or Chapel chairs.
• The organ gallery is not available for taking pictures.
• At the conclusion of the ceremony, photographers/videographers should 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 ceremony, the couple and their participants will move to the designated area for signing of the legal documents and Chapel registry. The photographer may photograph this event.
• Formal pictures of the party and their families may be taken for the remaining time. Please save the “cute” shots for exterior photos or the reception.
• 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 reservation. The director will remind the photographers/videographers of the time if it appears that they not making allowances for these activities and is 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 party will need to park.
• Photographers/videographers from back-to-back ceremonies **cannot** make arrangements among themselves to overlap photography time on Chapel grounds. **We do not allow two 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 party/family can gather in this location for photographs with a beautiful view of the Chapel in the background.
• Only Chapel couples, current full-time Duke students, and Duke alumni may have formal portraits made on the Chapel grounds or in the Chapel arcades at a time other than the ceremony day. Please
reserve a time with the Chapel Event 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 portraits.** Please note that portraits cannot be made inside the Chapel at this time.

- Formal portraits or the couple are permitted inside the Chapel only on the day of the ceremony during the time the couple has reserved the Chapel for their union.

**Note to all photographers and videographers:**

Images of Duke Chapel are under strict copyright. A couple’s online photo albums are permitted to 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 both the Chapel Special Assistant for Communications (919) 684-2032/adrienne.koch@duke.edu and James Todd at the Duke Office of News and Communications at (919) 684-2823.

**It is the responsibility of the couple to inform members of the party and hired professionals of the policies pertaining to photography/videography for Chapel blessing/union ceremonies.**

**Duke Chapel Personnel**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone Numbers</th>
<th>Email Addresses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapel Event Coordinator</td>
<td>Sara Blaine</td>
<td>(919) 684-8150</td>
<td><a href="mailto:sara.blaine@duke.edu">sara.blaine@duke.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(919) 681-8660 (fax)</td>
<td></td>
</tr>
<tr>
<td>Chapel Organist</td>
<td>David Arcus</td>
<td>(919) 684-6388</td>
<td><a href="mailto:david.arcus@duke.edu">david.arcus@duke.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(919) 681-8292 (fax)</td>
<td></td>
</tr>
<tr>
<td>Duke Parking Office</td>
<td>Reneé Adkins</td>
<td>(919) 668-5407</td>
<td><a href="mailto:renee.adkins@duke.edu">renee.adkins@duke.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(919) 660-1731</td>
<td></td>
</tr>
<tr>
<td>Duke Technical Services</td>
<td></td>
<td>(919) 660-1731</td>
<td><a href="mailto:techsvcs@duke.edu">techsvcs@duke.edu</a></td>
</tr>
</tbody>
</table>
Directions to Duke Chapel

Mailing address:
Duke University Chapel
Box 90974
Durham, NC 27708

Street address:
Duke University Chapel
401 Chapel Drive
Durham, NC 27708

To Duke Chapel/Bryan Center Parking Lot (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 (party only; no guests)

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.
Duke Chapel Checklist for Blessings/Unions

Two to Twelve Months Before the Ceremony:

__Contact Event Coordinator for available dates
__Contact Event Coordinator to secure reservation
__To secure your date, mail completed “Blessing/Union Reservation Form and Contract” and $500 non-refundable deposit payable to Duke University Chapel to:
   Sara Blaine
   Duke Chapel Event Coordinator
   Box 90974
   Durham, NC 27708-0974
__Contact Dr. David Arcus for approval of additional musicians, including vocal soloists (david.arcus@duke.edu)
__Carefully review “Duke Chapel Policies: Music” on pages 14 and 15. Contact Dr. David Arcus to make sure that requested music selections will meet Chapel guidelines (david.arcus@duke.edu)
__Secure Clergy
__Secure Reception Site
__Secure Florist
__Secure Photographer

Four Months Before the Ceremony:

__Contact Event Coordinator to confirm reservation times on Chapel calendar before ordering invitations (sara.blaine@duke.edu)

Six Weeks Before the Ceremony:

__Contact Event Coordinator to request name of Director (sara.blaine@duke.edu)
__Contact Director to make pre-rehearsal consultation appointment
__Contact Chapel Organist to set consultation appointment (david.arcus@duke.edu)
__Call or email Duke Technical Services to go over microphone needs for ceremony, i.e. number of ministers, number of readers, etc. (919) 660-1731 or techsvcs@duke.edu.

Two Weeks Before the Ceremony:

__Meet with Director and pay balance due Chapel. Check payable to “Duke University Chapel.”
__Meet with Chapel Organist and pay Organist fee ($350). Check payable to the organist.

One Week Before the Ceremony:

__Contact all vendors to confirm correct arrival time at Chapel on day of the ceremony.

All fees are subject to change. However, the fees in effect when a reservation is made and the reservation fee accepted will remain in effect through the ceremony. The Chapel reserves the right to revise or modify policies and procedures as necessary.

Updated June 2012
The Angel Trumpeter has overlooked Chapel weddings, vow renewals, and unions since 1933. Carved on the 2,500-Pound main boss above the crossing.