



**ROBERT CARR CHAPEL**  
AT TEXAS CHRISTIAN UNIVERSITY

**Information Sheet**

This document is to be filled out by the couple & returned to the RCC office no later than 90 days before the wedding. The information provided is what the chapel coordinator will use to conduct your rehearsal & wedding.

Couple's names: \_\_\_\_\_

Rehearsal date: \_\_\_\_\_ Rehearsal time frame: \_\_\_\_\_ # of people attending rehearsal: \_\_\_\_\_

Wedding date: \_\_\_\_\_ Wedding time frame: \_\_\_\_\_ # of guests attending ceremony: \_\_\_\_\_

Ceremony start time: \_\_\_\_\_ Estimated length of ceremony: \_\_\_\_\_

Reception Site: \_\_\_\_\_ Time: \_\_\_\_\_

Officiant: \_\_\_\_\_ Phone: \_\_\_\_\_

Musician(s):  Chapel Musician  Outside Musician(s)  Both Phone: \_\_\_\_\_

Vocalist(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Florist: \_\_\_\_\_ Phone: \_\_\_\_\_

Outside coordinator(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Photographer: \_\_\_\_\_ Phone: \_\_\_\_\_

Videographer: \_\_\_\_\_ Phone: \_\_\_\_\_

Will the couple be seeing each other before the wedding?  Yes  No

We will have a unity:  Candle  Cross  Knot  Sand  Communion  N/A  Other \_\_\_\_\_

Type of ceremony/faith (ex: Catholic, Jewish, multi-faith, etc.) \_\_\_\_\_

Maid/Matron of Honor: \_\_\_\_\_ Best Man: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_ Groomsman: \_\_\_\_\_

Flower girl(s): \_\_\_\_\_ Ring bearer(s): \_\_\_\_\_

Ushers: \_\_\_\_\_

House party: \_\_\_\_\_

Reader(s): \_\_\_\_\_

Will the couple's biological &/or step *parents* all sit on the traditional 1<sup>st</sup> pew?  Yes  No  N/A

Will the couple's biological &/or step *grandparents* all sit on the traditional 2<sup>nd</sup> pew?  Yes  No  N/A

If no, please list where you would like them to sit: \_\_\_\_\_

\_\_\_\_\_

Instructions for ushers (if applicable) ex: do not seat anyone on first 2 pews. \_\_\_\_\_

Groomsmen enter:  From altar side door with officiant  From narthex with bridesmaids

Please list the 1<sup>st</sup> person processing down the aisle to the last person processing. The “traditional order” is: groom’s grandparents, bride’s grandparents, groom’s parents, bride’s parents, groomsmen, bridesmaids, ring bearer, flower girl, bride. List who each person is next to their name: MOB (mother of bride), GFOG (grandfather of groom), RB (ring bearer), BM (bridesmaid), GM (groomsman), etc. Note- no more than 24 persons allowed in the narthex at any given time.

- 1. Name: \_\_\_\_\_ Escorted by: \_\_\_\_\_
- 2. Name: \_\_\_\_\_ Escorted by: \_\_\_\_\_
- 3. Name: \_\_\_\_\_ Escorted by: \_\_\_\_\_
- 4. Name: \_\_\_\_\_ Escorted by: \_\_\_\_\_
- 5. Name: \_\_\_\_\_ Escorted by: \_\_\_\_\_
- 6. Name: \_\_\_\_\_ Escorted by: \_\_\_\_\_
- 7. Name: \_\_\_\_\_ Escorted by: \_\_\_\_\_
- 8. Name: \_\_\_\_\_ Escorted by: \_\_\_\_\_
- 9. Name: \_\_\_\_\_ Escorted by: \_\_\_\_\_
- 10. Name: \_\_\_\_\_ Escorted by: \_\_\_\_\_
- 11. Name: \_\_\_\_\_ Escorted by: \_\_\_\_\_
- 12. Name: \_\_\_\_\_ Escorted by: \_\_\_\_\_

Would you like the officiant to make any announcements after the ceremony?  Yes  No

If yes, what would you like the officiant to say? \_\_\_\_\_

Immediately following the recessional, which do you prefer?

- Couple & wedding party have moment alone before returning to the chapel for pictures
- Couple & wedding party go upstairs to balcony to wave goodbye to guests, as exiting
- Guests line up outside of the chapel for a “grand exit” with a getaway car

Who is in charge of clean up? Is the florist contracted to pick up petals, decor, florals, candles, holding rooms, etc. after the ceremony or is a friend/family member in charge of clean up? Note: chapel, holding rooms, & surrounding areas must look *exactly* as it was when you arrived. Otherwise, security deposit is forfeited! \_\_\_\_\_

Any additional information you want us to know? \_\_\_\_\_

Would you like your wedding featured on RCC's social media sites (website, blog, Facebook, twitter) or used in marketing materials?     Yes    No   If yes, we will contact your photographer/videographer after the wedding for photos/video clips. If yes, is there anything you would like for us to mention (how you met, proposal story, future plans)?

---

---

---

How did you hear about RCC? \_\_\_\_\_

Couple's address after the wedding: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

-----

**For the couple's use:**

Have you done the following?

- Mandatory:     Paid \$500 retainer     Paid remaining chapel fee     Paid \$250 security deposit  
 Arranged music w/ RCC musician OR submitted song selections for outside musician(s)  
 Told *wedding party & officiant* the Friday rehearsal (1 hour) timeframe  
 Told *wedding party, officiant, & vendors* the day of (3 hour) time frame
- Discretionary:  Paid \$300 music fee     Paid \$175 parking fee (home football game days only)  
 Florist contract     Photographer contract     Videographer contract  
 Outside coordinator contract