



ROBERT CARR CHAPEL AT TEXAS CHRISTIAN UNIVERSITY

Information Sheet

This document is to be filled out by the couple & returned to the chapel office no later than 90 days before the wedding. The information provided is what the chapel coordinator will use to facilitate and support 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 _____

Maid/Matron of Honor: _____ Best Man: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Flower girl(s): _____ Ring bearer(s): _____

Ushers: _____

House party: _____

Reader(s): _____

Will the couple's parents &/or step parents all sit on the traditional 1st pew? ☐ Yes ☐ No ☐ N/A

Will the couple's grandparents &/or step grandparents all sit on the traditional 2nd 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 1st 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. _____

Does anyone in your party require assisted listening devices? If yes, we can provide. ☐ Yes ☐ No

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)?

Wedding Party Hashtag, if applicable: _____

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, vendors, musicians, & officiant* the Friday rehearsal (1 hour) & ceremony (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