



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

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

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

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

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

Will the couple be seeing each other before the wedding (highlight)? YES NO

We will have a unity (highlight): CANDLE CROSS KNOT COMMUNION N/A OTHER \_\_\_\_\_

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

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

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

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

Houseparty: \_\_\_\_\_

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

Will the couple's biological &/or step *parents* all sit on the traditional 1<sup>st</sup> pew (highlight)? YES NO N/A

Will the couple's biological &/or step *grandparents* all sit on the traditional 2<sup>nd</sup> pew (highlight)? 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. \_\_\_\_\_

\_\_\_\_\_

**PROCESSIONAL:**

Groomsmen enter (highlight):

ALTAR SIDE DOOR WITH OFFICIANT

NARTHEX WITH BRIDES

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.

- 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 (highlight)? YES NO

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

Immediately following the recessional, which do you prefer (highlight)?

- 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. \_\_\_\_\_

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

Would you like your wedding featured on RCC’s social media sites (website, blog, Facebook, Instagram) or used in marketing materials (highlight)? YES NO

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