



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 and 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: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

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 1st pew (highlight)? YES NO N/A

Will the couple's biological &/or step *grandparents* all sit on the traditional 2nd pew (highlight)? YES NO N/A

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

Would you like for the flower girls/ring bearers to remain standing or sit during the ceremony (highlight)? STANDING SIT WITH FAMILY

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 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, and bride. Please notate who each person is next to their name: MOB (mother of bride), GFOG (grandfather of groom), RB (ring bearer), BM (bridesmaid), GM (groomsman), etc. EX: MOB – Jane Smith

- 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 the exit
- 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: _____