Wedding Information
Northwestern
Religious & Spiritual Life
ALICE MILLAR CHAPEL
Congratulations on your engagement!
We hope that this information will be helpful to you as you inquire about having your ceremony in the Alice Millar or Jeanne Vail Chapel.

For more information, or to schedule your wedding, contact the RSL Office at 847-491-7256 or email weddings@northwestern.edu.

Please note, the fees and regulations described in this document are subject to change.
SEATING CAPACITY
The seating capacity of Millar Chapel is approximately 700. Most weddings in Millar have one to two hundred guests, though there is no minimum requirement. Vail Chapel seats approximately 125.

SCHEDULING
Alice Millar or Vail Chapel are available for weddings:
- Saturday at 11:00am (Chapel reserved 10:30am-12:30pm)
- Saturday at 1:00pm (Chapel reserved 12:30pm-2:30pm)
- Saturday at 3:00pm (Chapel reserved 2:30pm-4:30pm)
- Saturday at 5:00pm (Chapel reserved 4:30pm-6:30pm)
- Sunday at 3:00pm (Chapel reserved 2:30pm-4:30pm)
- Sunday at 5:00 pm (Chapel reserved 4:30pm-6:30pm)

Each reservation is scheduled for two hours with a 30 minute preparation time and for 90 minutes from the printed start time to accommodate the actual ceremony and picture taking. (It is advised to schedule a receiving line during your reception.)

In general the chapels may NOT be scheduled for weddings:
- First weekend of February
- Commencement weekend (early-mid June)
- Labor Day weekend
- Last weekend of October
- First weekend of December
- Any time which the chapel is already reserved for other events

Weddings begin at the printed start time. Musicians are hired for twenty minutes prior to the ceremony and for one hour after the printed start time. Weddings which start late risk losing their musicians.

Weekday times may be available depending on the current schedule for each space. Holidays may be scheduled for an extra charge at the discretion of the Chapel Wedding Coordinator.

Rooms are available 30 minutes before the ceremony start time for members of the wedding party to prepare for the ceremony.
WEDDING REHEARSAL
A rehearsal is usually scheduled the evening before the ceremony after 5:00pm. Rehearsals are limited to only one hour. All members of the wedding party must arrive on time. Musicians do not attend the wedding rehearsal.

OFFICIATING
The University Chaplain and Associate University Chaplain officiate at many ceremonies. They would be happy to speak with you about their availability. You may also invite other clergy to officiate.

CHAPEL WEDDING COORDINATOR
The Chapel Wedding Coordinator will be present at the rehearsal and on the day of the wedding to provide for your needs and those of your family and guests. The coordinator's role is to welcome you as an honored guest in our chapel and to ensure that your ceremony runs smoothly. They oversee and help manage guest officiants, photographers, and florists. Outside coordinators must work with our Chapel Wedding Coordinator at the rehearsal and ceremony.

FEES
A non-refundable deposit of $200 (check made payable to “Northwestern University”) is due at the time the reservation is made. Your requested date will not be reserved in the calendar until this deposit and Wedding Request Form is completed. The remainder is due one month before the wedding. The balance due check is also made payable to “Northwestern University”. Weddings cancelled less than 90 days in advance forfeit the entire fee.

This fee includes:
- Chapel usage
- Chapel Coordinator
- Primary Musician (organist and/or pianist)
- Administration and scheduling
- Building monitor

For some extraordinary dates, it may be necessary to hire a university custodian. In that case, an additional charge of $150 may be added.

Additional donations to Northwestern University and staff tips are always welcome!
WEDDING FEES

<table>
<thead>
<tr>
<th>Chapel</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Millar-Standard</td>
<td>$2000</td>
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<tr>
<td>Millar - If either partner is a current student at the time of the wedding:</td>
<td>$1800</td>
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<tr>
<td>Vail-Standard</td>
<td>$1900</td>
</tr>
<tr>
<td>Vail - If either partner is a current student at the time of the wedding:</td>
<td>$1700</td>
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</tbody>
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MUSICIAN FEES

One of our Alice Millar Chapel staff musicians provides music (organ and/or piano) for each wedding ceremony and their stipend is included in the total wedding fee. Vocalists and instrumentalists are available for an additional fee (see table below) and should be coordinated through our office. We are happy to work with you on making sure that the music you select is what you desire and within our guidelines.

Musicians do not attend the wedding rehearsal except through special arrangement (see below).

More information on music planning may be found within this document.

<table>
<thead>
<tr>
<th>Music Needs</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Instrumentalist or vocalist</td>
<td>$225.00</td>
</tr>
<tr>
<td>Organist Attending Rehearsal</td>
<td>$125.00</td>
</tr>
<tr>
<td>Organist: personal meeting with couple</td>
<td>$100.00</td>
</tr>
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CLERGY HONORARIUM
It is customary to provide an honorarium to the officiating clergy and is not included in the total wedding fee. The standard honorarium for the clergy of the university chapel is $350. Please give the Officiant their honorarium at the wedding rehearsal.

FLOWERS
We recommend that flowers be limited to one or two pieces on or near the Holy Table/Altar. Aisles (both center and side) and the pews of the chapels are not to be decorated with flowers, bows, candles, or any other material. Since we cannot guarantee that the building will be open more than one hour before the wedding, careful arrangements should be made for the delivery of flowers. Flower petals may be distributed in the aisle only if there is an aisle runner.

CANDLES
Candles on the Holy Table/Altar will be lighted for you one half hour before the ceremony begins. The lighting of a unity candle or wedding candle is permitted and may be placed on the Holy Table/Altar. Wedding candles and candle holders must be provided by you. No other candles or candelabras are permitted. The Holy Table/ Altar candles are not to be removed from the Holy Table/Altar.

AISLE RUNNER
If you choose to have an aisle runner, you are responsible for all arrangements concerning it, including attaching it to the floor at the front of the chapel. Arrangements are usually made with the florist. Disposable aisle runners will be picked up by the chapel staff. Arrangements to pick up non-disposable aisle runners will be your responsibility. The length of the aisle in Millar Chapel is 115 feet. In Vail Chapel, the aisle is 45 feet long.

RICE & BIRDSEED
The use of rice or birdseed is prohibited in the chapels or on the grounds. An alternative to the traditional tossing of grains or seeds could be blowing bubbles or ringing small bells. Please inform us of plans in advance.

PHOTOGRAPHY
Photography is permitted during wedding ceremonies only if it is done quietly and unobtrusively. The use of flash during the wedding is prohibited. Flash may be used during the processional and recessional. Professional photographers should remain behind the congregation. The bride and groom are responsible for informing wedding photographers of chapel regulations.
VIDEOTAPING
Videotaping of wedding ceremonies may only be done with the permission of the officiating clergy. Video cameras must be placed in a fixed location behind the congregation. No additional lighting may be used.

SOUND AMPLIFICATION
A wireless microphone is available for the officiant and two fixed microphones, one at either pulpit, are available. It is not possible to ‘plug-in’ to our chapel sound system. The use of recorded music is strictly prohibited.

Reception
The Religious & Spiritual Life Social Hall is available to rent for wedding receptions. The hall is located within the same building as Alice Millar and Vail Chapels.

RATES
The cost of a wedding reception is $1500 for a 6 hour rental. This rate includes the Chapel Wedding Coordinator and a six hour reservation of the social hall, kitchen and inner courtyard.

We are open to scheduling short cocktail hours or tea ceremonies instead of a full reception. The rate will be determined on an as needed basis by the Chapel Wedding Coordinator.

CAPACITY
The standard room set of round tables, a buffet and a dance floor seats about 150 comfortably.
ROOM EQUIPMENT
The reception hall is equipped with a 6 rectangular 8’ tables, 25 circular 60” tables, 200 chairs, 1 podium, and basic room lighting.

AV EQUIPMENT
The reception hall sound system has the capacity for two wireless microphones and an AV cord connection.

CATERING
We promote using Northwestern Catering for your reception. You can find menus and more information on their website at https://northwestern.sodexomyway.com/catering. Northwestern catering can provide food, table clothes, and food/beverage service staff.

ALCOHOL
Bar service is allowed in the social hall if approved by the Chapel Wedding Coordinator. The bar vendor must have appropriate licensing and insurance. ‘Self-service’ alcohol will not be permitted.

DECORATION
Decoration must be provided by the wedding client. The Chapel Wedding Coordinator would be happy to assist and advise in the decoration of the social hall. Decoration must be completed within the 6 hour reservation window.

Additional charges may occur for cleaning charges for extraordinary situations and damage charges resulting from the misuse or poor treatment of the RSL Social Hall.
MUSIC OVERVIEW

The musical staff of Alice Millar Chapel will assist you in planning beautiful and meaningful music for your wedding ceremony. **One of our Alice Millar Chapel staff musicians provides music (organ and/or piano) for each wedding ceremony and their stipend is included in the total wedding fee.** Recorded music is not permitted.

In keeping with the nature of weddings as worship gatherings which are genuinely joyous celebrations before God, the Director of Music and Music Associate have the responsibility of maintaining an appropriate musical quality. We request that all music used during the ceremony be appropriate to the context of a sacred setting and does not carry a completely secular connotation. If you have a favorite secular song, consider including it as part of your rehearsal dinner or wedding reception.

FOUR MUSICAL PARTS OF THE WEDDING SERVICE

- **The Prelude**
  Music played prior to the service while guests are being seated. Prelude music generally begins 15 minutes before the Processional.

- **The Processional**
  The music to which the wedding party enters the church. One or two pieces may be chosen to accommodate the nuptial party and bride or groom.

- **The Service**
  The main part of the ceremony can include quite a bit of music, or none at all, depending on your preferences. Some couples decide to have vocal or instrumental pieces, perhaps a congregational hymn, while others have no music between the Processional and Recessional.

- **The Recessional**
  The music to which the wedding party exits the church, followed by the guests.

PIPE ORGANS

The pipe organ in Millar Chapel is a 100 rank four-manual Aeolian-Skinner, and one of the most magnificent organs in the region. The pipe organ in Vail Chapel is a beautiful two-manual mechanical action organ by Casavant Frères. We have provided musical suggestions on the website which can be nicely realized on either organ.

INSTRUMENTALISTS AND SOLOISTS

The use of other instrumentalists (trumpet, violin, etc.) and vocal soloists is welcomed. Excellent musicians are available from the greater Chicago area.
Soloists usually sing one to three selections. In the standard wedding ceremony, solos often come just before the Processional, after the Questions, after the Pastoral Prayer, or at the Lighting of the Unity Candle. Any text that is appropriate for a religious service may be used for the wedding ceremony.

Explore your musical options on our [wedding music sample page](#).

**MUSIC CHECKLIST & TIME LINE**

*After you finalize your reservation*

(For weddings held from June 1-September 15, make communication no later than April 1.)

- Reply to your welcome e-mail from the Associate for Chapel Music so that we are ensured that you have received our communication and understand our regulations concerning music.
- If you wish to hire additional musicians or soloists please inquire about this possibility.

*One month prior to the ceremony*

- Musical selections should be sent for our approval.
- The stipend for the musician should be delivered and can be paid as part of your final deposit to the chapel. Weddings reserved after 1-31-16 include this stipend as part of the entire wedding fee.

**MUSIC FAQs**

*How should I use this wedding information and music samples?*

Please read this material completely and [listen to the selections](#). Couples may wish to include other family members in the selection process. Contact Eric Budzynski, Music Associate, to ask questions and to help finalize your choices. Please send your selections by email to Eric Budzynski ([millarwedmusic@gmail.com](mailto:millarwedmusic@gmail.com)). Your musical selections should be submitted to the Music Associate in writing no later than 1 month prior to their wedding.

*Am I limited to the selections listed here?*

The pieces listed here are offered as suggestions. We will be happy to accommodate appropriate requests for other repertoire whenever possible.

*How do we engage organists, additional musicians, or soloists?*

The Music Associate will be happy to engage whatever musicians you may desire. Please make an initial contact with the Music Associate no later than three months prior to the ceremony. Please note that once a musician’s services are engaged at the request of the wedding party, the wedding party is responsible for compensating that musician in accordance with the established fees. Some of Chicago's finest musicians perform in ceremonies at Millar Chapel, so it is
recommended that arrangements be made as far in advance as possible to ensure their availability. If you desire one or more trumpets, a brass quartet or quintet, excellent players can be engaged from the Millar Brass Ensemble.

The Music Associate will be happy to engage a soloist on your behalf. Professional singers of every voice type can be engaged. If you wish to arrange for a soloist on your own, please be aware of the following requirements: The soloist(s) must be of professional vocal quality and capable of projecting without amplification.

If organ or piano accompaniment is required by the organist, music must be provided at least two weeks prior to the wedding in the key and specific arrangement required by the soloist. The organist's stipend includes a rehearsal with the soloist on the day of the ceremony but would require additional compensation if another rehearsal would need to be arranged.

*When is the music rehearsed? Does the organist attend the rehearsal?*  
Musicians will coordinate and rehearse selections prior to the wedding ceremony. Chapel organists do not attend rehearsals for ceremonies (they will confer on order and cues prior to ceremony). When guest clergy are involved, organists may attend rehearsals (for an additional fee of $125) by request to confirm cues for the Processional, Recessional, and any other music in the ceremony but this is rarely necessary.

**SPACE USE POLICY**

- Scheduling of all events, rehearsals, and performances is maintained by the Administrative Assistant for Religious & Spiritual Life. Events are approved by the Chaplain and/or Director of Music. For additional information or questions please email weddings@northwestern.edu

- No keys will be issued. Chapel monitors will unlock appropriate doors. Monitors should not be asked to help move furniture or equipment, or otherwise serve as “production staff.”

- Any equipment needed for the event is the responsibility of the event participants, organizer or sponsor. If Chapel equipment (chairs, tables, music stands, etc.) is needed, permission to use these items must be arranged in advance. Instruments, chairs, stands, or other equipment must be moved out of the Chapel and properly stored immediately after use.
• Chancel furniture (kneelers/piano & stool, etc.) must be restored to its proper position after each event, rehearsal and performance. Millar chapel piano should not be left in the middle of the chancel nor moved no closer than 2 feet from the window.

• If tables or chairs are moved into the courtyard(s), they must be returned to their storage areas after the event. Courtyard may only be used with permission of the chaplain’s office.

• No alcohol will be served at events, unless prior written approval by Chaplain Stevens and $3 million dollar liability certificate of insurance.

• Trash and or debris must be placed in garbage containers. Overflow must be put in the alley dumpsters. Please keep in mind that if you, your group or your audience makes a mess, you are responsible for clean-up. No debris is left in the chapels! Your group may be subject to fines if the chapel is left in poor condition.

• The altar candles in Alice Millar must never be removed under any circumstances

• The altars must never be removed.

• The Chapel pianos are not regularly maintained by School of Music tuning staff. Their tuning schedule is based on Chapel use. Additional tuning, if desired, is at the group’s expense and the tuner must be a School of Music tuning staff.

• Reservation of the Chapel does not include additional rooms for receptions or practice. If additional rooms are needed, they must be specifically reserved.

• The Alice Millar or Jeanne Vail Chapel cannot accept responsibility for any valuables left anywhere at any time in either chapel.

Please read this document in its entirety before signing the Wedding Request Form. By signing the Wedding Request Form, you agree to the policies set forth.