**Information and Procedures**

**Wedding Music at Daniel Chapel**

Daniel Chapel is a place for **sacred** weddings. For purposes of this policy, sacred wedding ceremonies may include live sacred and/or classical music, both vocal and instrumental. **Absolutely NO secular music is allowed to be performed in the chapel.** While solo vocal music and organ works are the norms, other types of music are frequently used, including congregational hymns and responses, solo piano, solo instruments such as trumpet, violin or flute, and small ensembles such as string and brass quartets. The body of appropriate sacred literature for voice and instruments is extensive and varied; making effective use of it requires both good, professional advice and careful planning. To assist in your planning, Furman is pleased to offer you the advice and assistance of members of our outstanding music faculty.

**Use of the Hartness Organ**

Professor Charles Tompkins coordinates all requests for organ music at weddings in Daniel Chapel, and assigns a Furman-authorized organist to play for each wedding. He will also approve or reject requests for organists who are not on the Furman authorized organists list.

**Instrumentalists and Vocalists**
The following Furman music faculty members act as Wedding Music Coordinators, handling requests for vocal or instrumental soloists and musical ensembles for on-campus weddings:

<table>
<thead>
<tr>
<th>Instrument</th>
<th>Coordinator</th>
<th>864-294-XXXX</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organ</td>
<td>Dr. Charles Tompkins</td>
<td>2969</td>
<td><a href="mailto:charles.tompkins@furman.edu">charles.tompkins@furman.edu</a></td>
</tr>
<tr>
<td>Vocal soloists</td>
<td>Mrs. Gail Schoonmaker</td>
<td>2268</td>
<td><a href="mailto:gail.schoonmaker@furman.edu">gail.schoonmaker@furman.edu</a></td>
</tr>
<tr>
<td>Strings, Harp, Guitar</td>
<td>Dr. Christopher Hutton</td>
<td>2019</td>
<td><a href="mailto:christopher.hutton@furman.edu">christopher.hutton@furman.edu</a></td>
</tr>
<tr>
<td>Brass</td>
<td>Dr. Mark Britt</td>
<td>2176</td>
<td><a href="mailto:mark.britt@furman.edu">mark.britt@furman.edu</a></td>
</tr>
<tr>
<td>Choirs</td>
<td>Dr. Bill Thomas</td>
<td>2076</td>
<td><a href="mailto:bill.thomas@furman.edu">bill.thomas@furman.edu</a></td>
</tr>
<tr>
<td>Piano</td>
<td>Dr. Derek Parsons</td>
<td>2099</td>
<td><a href="mailto:derek.parsons@furman.edu">derek.parsons@furman.edu</a></td>
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How to coordinate a vocal or instrumental soloist or ensemble

When a wedding party wishes to have a vocal or instrumental soloist, or ensemble (i.e. choir, brass quartet, string quartet), they have two options:

**Option 1:** The wedding party may obtain the musicians themselves. In such cases, contracts and fees will be negotiated by the wedding party and the musician(s), and the wedding party will pay the musician(s) directly.

**Option 2:** The wedding party may ask that a Furman Wedding Music Coordinator obtain a soloist or an ensemble for them. In that case:

1. The wedding party is referred to the appropriate Wedding Music Coordinator by their wedding director, the staff of Conference and Event Services, or by Charles Tompkins.

2. The Wedding Music Coordinator then does the following:

   - Confers with the wedding party, answering any questions they may have and making sure they understand policies / fees / etc.
   - Arranges for the requested soloist(s) or ensemble(s), giving the soloist(s) or ensemble leader(s) the wedding party’s contact information, and asking that they get in touch with the wedding party immediately.
   - Informs the wedding party that the requested musicians have been arranged for, gives the wedding party the musicians’ contact information, and asks that they get in touch with the musician(s) immediately.
   - E-mails Conference and Event Services (younts@furman.edu), notifying them of the arrangements that have been made, giving the name of the musician(s) and their fee(s).

After receiving this e-mail, Conference & Event Services staff will issue an invoice to the wedding party; this invoice contains the Wedding Music Coordinator’s fee ($35 / soloist, $75 / ensemble, $35 / organist consultation fee*) and the fee(s) for the musician(s) who are being contracted.

*Only applies if university organist or approved organist is unavailable.*

All musicians whose services have been arranged through the Wedding Music Coordinators are paid by Furman; therefore, each must have a W9 form on file with the University.

**Musicians' Fees for Daniel Chapel**

Listed below are fees and policies for faculty/professional and student musicians.

<table>
<thead>
<tr>
<th>Organist</th>
<th>$450 for Ceremony &amp; Rehearsal (required)</th>
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<tbody>
<tr>
<td>Pianist (as primary musician)</td>
<td>$350 for Ceremony Rehearsal additional $100 (not required)</td>
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<table>
<thead>
<tr>
<th>Furman Faculty/Professional</th>
<th>Furman Student</th>
</tr>
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<tbody>
<tr>
<td>Vocal/Instrumental Soloists (as additional/collaborative)</td>
<td>$200 per soloist</td>
</tr>
<tr>
<td>Harp Soloists</td>
<td>$300</td>
</tr>
<tr>
<td>String/Brass Quartet</td>
<td>$800</td>
</tr>
<tr>
<td>Brass Quintet</td>
<td>$1,000</td>
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</tbody>
</table>
PLEASE NOTE that there is a Coordinator's Fee of $35.00 per soloist and $75.00 per instrumental group (in addition to the fees listed above). The Coordinator's Fee covers time spent in procuring the soloist or ensemble; gathering and mailing music and parts; arranging rehearsals; and other duties.

The above fees do not include attendance at the wedding rehearsal. An additional fee of $100.00 per musician (Furman faculty / professional) and $50.00 per musician (Furman students) is charged for attendance at the rehearsal, up to 1.5 hours duration.

A single separate rehearsal of one hour length is included in the above fees for vocal and instrumental soloists who will be accompanied by organ or piano. Rehearsals with vocal and instrumental soloists who will be accompanied by Furman string and/or wind players may be scheduled upon request; the fees and length of time for each additional musical rehearsal are the same as for the wedding rehearsal.

The fees quoted above include 30 minutes of prelude music; processions for attendants and bride; recessional; 1-2 pieces during the ceremony; and 10 minutes of postlude music following the recessional.

Requests for music requiring significant additional preparation / rehearsal time will be billed at a negotiated rate. These may include, but are not limited to, preparation of music not listed on the online repertory sheets, as well as arranging of music and/or copying of parts.

Please note that student soloists / ensembles may not be available at certain times of the year: e.g. between approximately June 1 and August 31 (summer break); December 10 and January 1 (Christmas break); during Furman University's fall and spring breaks, and over Easter weekend. In addition, student brass players are generally not available on weekends with home Furman football games in the fall.

Instrumental ensembles may also be obtained through the Greenville Symphony Orchestra. For information on rates and availability, please call the GSO’s office at 864-232-0344.

Recorded music (PROHIBITED); Use of additional music equipment
All music used in chapel weddings must be performed live. Recorded music, including accompaniment for live performers, is not permitted. To protect the floor and furnishings of the chapel, the use of musical equipment such as amplifiers, speakers, drum sets, and digital keyboards will not be permitted.

In Case of Cancellation:

If the wedding party cancels their request for musicians more than 60 days in advance, there will be no charge made for the musicians’ services. **If the cancellation occurs 60 days or less in advance of the date of the wedding, all fees for the contracted musicians will be billed.** The Wedding Music Coordinator’s fee is non-refundable, i.e. it will remain billed in the event of cancellation, regardless of when the cancellation occurs.