



## Wedding Music at Daniel Chapel Information and Procedures

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.

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 equipment such as amplifiers, speakers, drum sets, and digital keyboards will not be permitted.

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:

#### Wedding Music Coordinators Contact List

Organ: Dr. Charles Tompkins	864-294-2969 charles.tompkins@furman.edu
Vocal soloists: Mrs. Katie Knauer	864-294-2268 katie.knauer@furman.edu
Strings, Harp, Guitar: Dr. Christopher Hutton	864-294-2019 christopher.hutton@furman.edu
Brass: Dr. Mark Britt	864-294-2176 mark.britt@furman.edu
Choirs: Dr. Hugh Floyd	864-294-2161 hugh.floyd@furman.edu
Piano: Dr. Derek Parsons	864-294-2099 derek.parsons@furman.edu

## **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](mailto: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 (\$50 / soloist, \$100 / ensemble).

Other duties to be handled or assigned by the Wedding Music Coordinator are gathering and mailing music and parts (to the soloist or ensemble); arranging for rehearsals (for soloists, with the organist or pianist; for ensembles, rehearsals for the group); and, as necessary, assisting the soloist or ensemble with selection of repertory to be performed at the wedding.

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.

**Organist** \$450 for Ceremony & Rehearsal (required)

**Pianist** (as primary musician) \$350 for Ceremony  
Rehearsal additional \$100 (not required)

	<b><u>Furman Faculty/Professional*</u></b>	<b><u>Furman Student*</u></b>
<b>Vocal/Instrumental Soloists</b>	\$200 per soloist	\$100 per soloist
<b>Harp Soloists</b>	\$300	\$200
<b>String/Brass Quartet</b>	\$800	\$400
<b>Brass Quintet</b>	\$1,000	\$500

\*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; processional 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. Spring Break, Summer Break, Fall Break, Winter Break, and Easter weekend. In addition, student brass players are generally not available on fall weekends with home Furman football games.

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.

### **Procedures for Payment of Musicians:**

A letter of agreement confirming the hiring of an organist and/or other musicians hired by a Furman Wedding Music Coordinator will be sent to the wedding party. This letter should be signed and returned to the Furman Office of Conference and Event Services upon receipt, and no later than 60 days before the date of the wedding.

Fees will be added to the invoice issued with your contract for the rental of Daniel Chapel. The Wedding Music Coordinator's fee will also be added to this invoice. All musicians' fees, and the Wedding Music Coordinator fee, must be paid in full no later than 60 days prior to your wedding date.

### **In Case of Cancellation:**

If the services of the organist are cancelled prior to 60 days before the wedding date, a \$100 administrative fee will be retained/invoiced. If the services of the organist are cancelled within the 60 day period prior to the wedding date, the organist's full fee will be retained/invoiced.

If the services of other musicians hired by a Furman Wedding Music Coordinator are cancelled prior to 60 days before the wedding date, the Wedding Music Coordinator's fee will be retained/invoiced. If the services of the musicians are cancelled within the 60 day period prior to the wedding date, the full fees for all musicians hired will be retained/invoiced, in addition to the Wedding Music Coordinator fee.

## Guest Wedding Organist Policies & Information

It is the policy of Furman University that Dr. Charles Tompkins, Furman University Organist and Professor of Music, will play for all weddings in Daniel Chapel using the Hartness organ. The only exceptions to this are:

- \* When he is not available. If this is the case, he will arrange for one of Furman's authorized wedding organists to play for the ceremony.
- \* When a requested guest organist has a clear personal connection to one or more members of the wedding party. (For example: the organist was a teacher of the bride or groom in college; the organist plays at the church of one of the bride or groom, or their family; and so forth). The guest organist must be qualified to play the Hartness Organ, according to the guidelines specified by University policy (see below).

If the guest organist is approved, and has not played the Hartness Organ before, he or she must meet with Dr. Tompkins at Daniel Chapel for an hour-long instruction session regarding the use of the organ (including registration and memory levels), use of the remote camera, and other wedding procedures involving the organist. *A \$100 fee will be charged to the wedding party for this consultation.*

### CRITERIA FOR APPROVAL OF GUEST ORGANISTS

If you wish to have a guest organist play for your wedding at Daniel Chapel - i.e. an organist other than Dr. Charles Tompkins, one of Furman's authorized wedding organists, or an organist who has been previously approved to play the chapel organ - please e-mail a request to Dr. Tompkins **no less than 45 days prior to your wedding date** ([charles.tompkins@furman.edu](mailto:charles.tompkins@furman.edu)). Your request should include as much information as possible regarding the organist's education / training and experience.

Be aware that Furman has the following guidelines for guest wedding organists at Daniel Chapel:

- The guest organist must have a minimum of a Bachelor of Music degree in organ performance
- They must currently hold a major church position as Organist - i.e. in a large church with an active music program, one which involves substantial advanced service playing – and / or hold a position as Professor of Organ in a University or college.

**Dr. Tompkins is responsible for approving / not approving all requests for guest organists. His decisions on this matter are final.**