



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, guitar, harp 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, who serve as Wedding Music Coordinators for organists and pianists, solo singers and choirs, solo instrumentalists (other than organists and pianists), and instrumental ensembles (such as string or brass quartets). Use of the Wedding Music Coordinators is optional *except* for Dr. Charles Tompkins, who must be contacted by all wedding parties who wish to use the Daniel Chapel organ. There is no charge for Dr. Tompkins' services in his role as a Wedding Music Coordinator, which include approving your request to use the organ; assigning an organist to play for your ceremony; and facilitating initial communications between you and your assigned organist.)

WEDDING MUSIC COORDINATORS CONTACT LIST

1. **ORGAN:** Dr. Charles Tompkins, Furman University Organist and Professor of Music
864-294-2969 charles.tompkins@furman.edu

If you would like to have the Daniel Chapel organ played at your wedding, please contact Dr. Tompkins at your earliest convenience, and no later than six months before the ceremony. He will arrange for an organist to play for you - either himself, or one of Furman's other authorized wedding organists - and give you their contact information. If you wish to have an organist other than Dr. Tompkins or one of Furman's authorized wedding organists, be sure to read the section "Guest Wedding Organist Policies and Information," found at the end of this document, prior to contacting Dr. Tompkins.

Videos of wedding organ music - selections for seating of the parents/grandparents, processions ("walking in music" for the bridal party/groomsmen and the bride) and recessions ("walking out music" for the bride and groom, wedding party and parents) - may be found at the YouTube channel *furmanweddingmusicorgan*:

<https://www.youtube.com/channel/UCvHd8yYhGAertRUh1z53OwQ>

Additional selections may also be available from your assigned organist; feel free to ask them if this is the case.

Demonstration of the Hartness Organ. If you are undecided about whether you wish to use the Daniel Chapel organ for your wedding, hearing it played live at the chapel can be very helpful in making your decision. If you would like to hear a short demonstration of the instrument, Dr. Charles Tompkins will be pleased to provide this for you. There is a \$50 fee for this service, payable to Dr. Tompkins at the demonstration.

In-Person Consultation on Your Wedding Music. If you wish to speak with your organist in person regarding your music selections, and to hear musical selections played live on the Hartness Organ, please let your organist know this. They will contact you to set up this consultation. There is a \$50 fee for each in-person consultation, payable to your organist at the time of the consultation. An optional Zoom consultation regarding your music selections, of up to one hour's length, is included as part of the organist's fee.

Please note: in-person consultations are available only to wedding parties who have signed a contract for their wedding with the Office of Conferences and Events, as well as a Letter of Agreement to employ Dr. Tompkins or one of the other Furman-authorized wedding organists.

2. INDIVIDUAL SINGERS AND CHOIRS: Mrs. Katie Knauer 864-294-2268;
katie.knauer@furman.edu

3. INDIVIDUAL INSTRUMENTALISTS AND INSTRUMENTAL ENSEMBLES (strings, harp, guitar, brass, and piano): Dr. Anna Joiner 864-294-3199; anna.joiner@furman.edu

4. For other inquiries, please call the Events & Conference Services Office 864-294-2390;
younts-staff@furman.edu

HOW TO ENGAGE AN INDIVIDUAL SINGER OR CHOIR, INDIVIDUAL INSTRUMENTALIST (other than organ), OR INSTRUMENTAL ENSEMBLE (group of 2 or more instrumentalists):

When a wedding party wishes to have a single vocalist or a choir, a single instrumentalist (other than organ), or an instrumental ensemble (e.g. 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. *Please note that payment must be received by the musicians prior to the start of the wedding ceremony.*

Option 2: The wedding party may ask that a Furman Wedding Music Coordinator obtain an individual singer or instrumentalist, or a choir or instrumental 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. To arrange a Wedding Music coordinator with the staff of Conference and Event Services, please call (864) 294-2390.

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 (\$50 per soloist, \$100 per ensemble).

Additional duties handled by Wedding Music Coordinators obtaining ensembles are:

- * Gathering and mailing music and parts to the ensemble members
- * Arranging for rehearsal times for the ensemble
- * As necessary, assisting the ensemble with selection of repertory to be performed at the wedding

Musicians' Fees for Daniel Chapel

Organist's Fee (Dr. Charles Tompkins or Furman-authorized organists):

- \$400 for playing the wedding ceremony
- \$100 for playing the wedding rehearsal
- \$100 for each practice session with vocal and/or instrumental soloists that takes place at a time other than the wedding rehearsal

The following is included in the fee for playing the wedding ceremony:

- 30 minutes of prelude music (pre-service music while guests are arriving)
- Seating music for parents/grandparents; processional ("walking in music") for attendants and bride; recessional ("walking out music" for bride and groom, bridal party, groomsmen, parents/grandparents
- 1-2 solo pieces during the ceremony
- 10 minutes of postlude music following the recessional.

Other Musician's Fees:

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

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.

Musicians' fees will be added to the invoice issued with your contract for the rental of Daniel Chapel. Charles Tompkins' fee will also be added to this invoice. All musicians' fees must be paid directly to the musician 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.

IMPORTANT ADDITIONAL INFORMATION

- Rehearsals for organists and pianists with vocal and instrumental soloists, and/or instrumental or vocal ensembles, should take place immediately before or after the wedding rehearsal. If this is not possible, the rehearsal(s) will need to be scheduled for a different time or times; *this different time or times may not be on the day of the wedding*, and each such rehearsal will carry an additional \$100 fee. A second, shorter "warmup rehearsal" on the day of the wedding is included as part of the organist's/pianist's fee.
- Services which will require substantial additional accompanying by the organist or pianist - such as Wedding Masses with multiple congregational hymns and/or liturgical canticles, coordinating with a cantor, extended playing during Communion (i.e. when the entire congregation participates), and so forth - will entail an additional fee to be negotiated, beginning with a minimum of \$50.
- Requests for music that is not already part of the organist's or pianist's repertory, and which will require significant additional preparation/rehearsal time, may or may not be able to be honored; it will depend on whether your organist's or pianist's schedule allows them time to learn the music, and if it does, how much additional time will be needed to do so. When such requests can be honored, they will be billed at a negotiated rate, starting with a minimum fee of \$50.
- An additional fee or fees may also apply if arranging of music, and/or copying of parts, is required, e.g. for instrumental or vocal ensembles.

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.

Furman University 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.