

McDANIEL COLLEGE CHAPEL INFORMATION & GUIDELINES
PLEASE REVIEW ALL INFORMATION
CONTACT events@mcdaniel.edu WITH ANY QUESTIONS

NOTE: If you are using a wedding planner, please share the chapel guidelines with them.

CHAPEL ASSISTANT

Although the assistant will help in whatever way possible to make your wedding a happy occasion, the assistant's responsibility extends to the chapels only, and overseeing that the equipment and interior infrastructure (lights, heat, air conditioning, and restrooms) inside the chapel are functioning properly during the rehearsal and ceremony. The assistant will arrive at the chapel about one hour before the rehearsal and wedding to make certain that everything is in order and will be there for the duration of both the rehearsal and ceremony. Please have all members of the wedding party arrive on time for the rehearsal so that officiates, musicians, and others involved can rehearse within the scheduled time.

CHAPEL DECORATIONS

The chapel contract is limited to a 1½ hour rehearsal, and a 3-hour wedding. Any additional time beyond the stated hours mentioned will result in an additional charge of \$25.00 per half hour.

No smoking candles, or open flames are permitted. Battery operated candles are permitted in the chapels.

Due to safety concerns, runners are not permitted in either chapel.

Set up requests must be finalized within two weeks of the wedding. This includes any equipment requests listed on the wedding information form. If the completed form is not received within two weeks prior to the wedding, a standard chapel set up will be used.

The chapels cannot be decorated until the day of the wedding. The College is not responsible for any items left in either of the chapels prior to the wedding.

The College is not responsible for receiving floral deliveries. Please arrange with your florist to have someone in the wedding party, a designated family member, or friend to receive and be responsible for all floral deliveries. This includes all flowers for the altar, bouquets for the wedding party, corsages for family members, and boutonnieres for the wedding party. All decorations and items brought to the chapel must be removed at the conclusion of the ceremony.

The officiate, or someone designated by the couple is responsible for the set up and removal of any elements for communion, altar displays, decorations, etc. Floral arrangements may not be placed on the organ or piano in either chapel. Do not place equipment on the organ benches in either chapel. Rice, confetti, glitter, birdseed, bubbles, and fresh flower petals are not allowed at either chapel (inside or outside). If you are using silk flower petals, you must designate someone to pick up the petals immediately following the ceremony.

Purchaser's Initials_____

Sound equipment in Big Baker Chapel is limited to (2) microphones for the lectern and/ or pulpit. If you are providing your own music, you will need to bring your own sound system and extension cords. The same would apply for musicians who will be performing.

There is no sound equipment provided for Little Baker Chapel as the sanctuary supports amplified sound. You are welcome to bring your own sound system if you feel it is needed. The upright piano in Little Baker Chapel cannot be moved from where it is located.

WAITING ROOMS FOR WEDDING PARTY

There are no rooms in either of the chapels for changing.

Big Baker Chapel has two conference rooms (BMC 100 & BMC 101) in the lower level of the chapel that can be used for the wedding party, and Peterson Hall can also be used. If available, they can be rented for an additional charge of \$100.00 per room. Each room can hold up to 10 people. Items such as coat hangers, flower boxes, gown, dress, tuxedo bags, etc. must be removed following the wedding. If the room(s) are not left in their original condition, a minimum fee of \$50 will be assessed for cleaning and will be billed after the wedding. No food or beverages including alcohol are allowed in the waiting rooms, or either chapel before, during, or after the ceremony.

There are no restrooms in Little Baker Chapel. Guests may use the restrooms in Peterson Hall, or Alumni Hall. Both buildings are next to Little Baker Chapel.

MUSIC

If you need an organist for the wedding, please contact Jen Newgent, jenewgent@gmail.com, or 443-974-7437. She is the preferred organist for the College and will let you know her availability, discuss music, fees, and assist you with any questions you may have regarding music for the ceremony. All music for the wedding should be finalized (2) weeks prior to the wedding date.

PARKING & CAMPUS EVENTS

We are unable to reserve parking spaces near the chapels. Those attending the wedding may use any of the parking lots around the campus. Recommended parking is in the Harrison Lot. Please refer to the College web page for a map regarding parking locations. During the weekend, there may be other activities on campus. Have your guests arrive a little early to secure a parking place.

The closest drop off for Big Baker Chapel can be accessed at the McDaniel circle next to McDaniel Hall. Passengers can be dropped off at the circle, and it is a short walk to the chapel. Cars cannot park in the circle after dropping off. Any questions regarding parking should be directed to the Events Scheduling Manager in the Conference Services Office (410-857-2407).

Golf cart shuttle service to and from Big Baker Chapel is provided from the Harrison lot located across West Main Street and is for non-ambulatory guests for Big Baker Chapel only. The shuttle service is available just for the wedding ceremony. A separate information sheet will be provided with your wedding contract regarding the shuttle service if you have contracted Baker Memorial Chapel.

Purchaser's Initials_____

When scheduling a wedding during the academic year, there may be activities such as football games, student activities, and College administrative events that will produce noise and more pedestrian traffic on campus. While these events are usually scheduled well in advance, sometimes the schedule of events may change. It is recommended that you not schedule a wedding during the time when a home football game is scheduled.

SIGNS

The college does not provide parking attendants or signs for weddings. The bride and groom are responsible for providing their own directional signs to the chapels. The signs can be placed at entrances to the college campus and near the chapels. Signs must be removed immediately following the wedding.

Purchaser's Signature

Date