

MARSH CHAPEL AT BOSTON UNIVERSITY

Wedding Music Policy

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Marsh Chapel Wedding Website:
www.bu.edu/chapel/worship/weddings

Marsh Chapel lies at the center of a thriving civic and university community. In service to that community, the Dean, chaplains, and staff of the Chapel happily welcome into our doors any and all who wish to be married in a ceremony that is both traditionally inspired and tastefully guided. This objective is accomplished, in part, through the implementation of the following Wedding Music Policy. Wedding couples are asked to thoroughly familiarize themselves with this document, abide by its precepts, and inform members of the wedding party and hired professionals, including officiating clergy, of its rules and regulations. Questions may be submitted to Justin Blackwell at the email address or phone number printed above.

The Principal Musical Consultant. The Associate Director of Music at Marsh Chapel serves as the Principal Musical Consultant for all weddings held at Marsh Chapel. He acts as the musical director for each wedding and as a consultant on all aspects of music for weddings, including the selection of vocal and instrumental solo literature and the contracting of wedding musicians. The Principal Musical Consultant must approve all musicians and musical selections to be used in the ceremony. Wedding parties are invited to make recommendations, with the understanding that some requests may not be approved.

The Organist. The Associate Director of Music serves as the Organist for most weddings at Marsh Chapel, and, when unavailable, will choose a qualified substitute. On certain occasions, a personal acquaintance of the wedding party who is also a qualified organist may be permitted to serve as the Organist in lieu of the Associate Director of Music. In these instances, the Associate Director of Music still acts as the Principal Musical Consultant for the wedding.

Instruments. Marsh Chapel's 85-rank Casavant organ, Opus 2000 (1950, rebuilt 1985), is the preferred instrument at Marsh Chapel weddings. Also available is the Chapel's 10-foot Yamaha grand piano. Electronic instruments such as electric guitars are not permitted, nor are playbacks of audio/video recordings, including vocal accompaniment tracks. Bagpipes are not permitted to be played inside the Chapel, but may be allowed to be played on Marsh Plaza before and/or after the wedding, subject to the approval of the Chapel staff.

The Application Process. All couples intending to be married in Marsh Chapel must complete the Wedding Music Application (available online at our website, see page 1) and submit the Music Consultation Fee (\$75; see "Wedding Music Fees," page 4). This fee, which is required of all couples, secures the services of the Principal Musical Consultant. These items should be submitted as soon as possible, but should not be submitted later than six weeks prior to the wedding date.

The Wedding Music Application should be filled out as completely as possible, with the understanding that some musical decisions will be finalized at the Music Consultation (see below). Specifically, be prepared to provide the following information:

- (1) Phone numbers/email where bride and/or groom (or parents, etc.) may be reached;
- (2) Date and time of wedding;
- (3) A preliminary indication of what additional musicians, if any, will be required;
- (4) Suggestions for processional(s), recessional, and music with additional performers;
- (5) Name and phone number of officiating clergy (if using outside clergy).

The Principal Musical Consultant will then suggest a date and time for the Music Consultation, which is scheduled approximately 6-8 weeks prior to the wedding date.

Music Consultation. The Music Consultation is a meeting with the Principal Musical Consultant at which the wedding music and wedding musicians are finalized. This meeting usually lasts about 60 minutes and is held at Marsh Chapel. On occasion, the Principal Musical Consultant may choose to hold this meeting by phone, especially if the wedding couple resides outside of the Boston area.

During the Music Consultation, all service music is considered and selected as necessary. The typical musical components of a wedding ceremony are prelude, seating of the mothers, processional(s), recessional, postlude, hymns/service music (optional), and music with additional performers. Music for prelude and postlude is generally left to the discretion of the organist, but wedding couples are welcome to make suggestions. Hymns, if used, should be chosen from one of the Chapel's two hymnals, *The United Methodist Hymnal* or *Gather* (Roman Catholic). The Principal Musical Consultant will supply the wedding couple with the correct form of music titles and composers' names.

Music Selection. Marsh Chapel has a national reputation for excellence in music and wishes to have this standard maintained in all Chapel events that involve music, including weddings. The music selected for these ceremonies should be classical and/or sacred, and vocal selections must always be sacred. Commercial and popular music, contemporary Christian music, opera arias, and some folk music will normally not be approved.

Vocalists/Instrumentalists. In selecting vocalists for weddings at Marsh Chapel, preference is given to the Marsh Chapel Choral Scholars (biographies available at the Marsh Chapel website). Vocalists/Cantors are contracted by the Principal Musical Consultant and the fee for their service is \$250/singer. Roman Catholic Masses are required to have a vocalist/cantor.

In selecting instrumentalists or ensembles, preference is given to those musicians who are both known to the Marsh Chapel music staff and familiar with the chapel's policies and acoustics. The Principal Musical Consultant is available to assist in the locating of such musicians. Additional instrumentalists and ensembles are free to set their own fees and policies regarding payment;

however, we suggest that individual instrumentalists be paid \$250/person. Because a harpist must arrange for the transportation of his/her instrument to and from the chapel, his/her suggested fee is \$350. Ensembles such as string quartets and brass choirs typically charge a single, flat fee, rather than a fee payable per person.

In an effort to uphold the high musical standards of Marsh Chapel, acquaintances of the wedding couple who are not professionally trained musicians are discouraged from performing in weddings. Wedding couples are advised not to contract acquaintances or family members without first communicating with the Principal Musical Consultant.

Music Rehearsal. The Organist is available for one 60-minute rehearsal with up to two musicians, usually held in the hour prior to the start of the ceremony. If additional rehearsal is required, the Organist is entitled to an additional fee of \$50-\$100, to be paid by the wedding couple. The Principal Musical Consultant will immediately inform the wedding couple if and when it becomes apparent to him that this fee may have to be applied. Musicians do not attend the wedding rehearsal, except at the discretion of the Principal Musical Consultant.

Sheet Music. Marsh Chapel has at its disposal a wide selection of sheet music commonly used for weddings. In cases where the Organist is not already in possession of a specific selection, the sheet music should be provided to him/her no later than two weeks prior to the ceremony. Sheet music must be submitted in the key in which the selection is to be performed.

Photography/Videography. Musicians may only be photographed with their expressed permission. It is the responsibility of the wedding couple to inform photographers of this policy. If the wedding ceremony is to be videoed, wedding couples are requested to inform the Principal Musical Consultant of that fact at the Music Consultation.

Attire. Musicians will customarily dress in semi-formal attire (suits and ties for men, comparable attire for women). Requests for musicians to dress in other forms of attire (concert black; formal) must be made at the Music Consultation. The Associate Director of Music will wear the Marsh Chapel cassock, surplice, and stole for all weddings at which he is the Organist.

Wedding Program. The name of the Organist should appear in the program as "Justin Thomas Blackwell" (or his designee).

Reception Music. The Principal Musical Consultant does not make arrangements for music or musicians at receptions.

Wedding Music Fees

Music Consultation Fee. The Music Consultation Fee (\$75) is due at the same time as the Wedding Music Application. This fee is required of all couples intending to be married at Marsh Chapel. No wedding applications will be processed without receipt of both the Music Consultation Fee and the Wedding Music Application. Checks for the Music Consultation Fee should be made out to "Justin Thomas Blackwell."

Organist's Fee. The Organist's fee is \$275, and includes one 60-minute rehearsal with up to two musicians, prelude music (beginning 15 minutes prior to the start of the ceremony), seating of the mothers, processional(s), recessional, postlude, music selected for use during the wedding service, and music requiring his/her collaboration with any additional musicians. Checks for this fee should be made out to the Organist him/herself. This fee becomes due on the date of the wedding rehearsal and should be entrusted to the Wedding Director at that time, who will distribute payment to the Organist on the day of the wedding.

Fees for Additional Musicians. See "Vocalists/Instrumentalists," page 2. Checks for these fees should be made out directly to the musicians involved. These fees become due on the date of the wedding rehearsal and should be entrusted to the Wedding Director at that time, who will distribute payment on the day of the wedding.

Wedding Delay Fee. All weddings in Marsh Chapel are expected to begin within 15 minutes of the appointed start time. The Organist will begin the prelude music 15 minutes prior to the start of the ceremony, and will continue playing until the wedding begins (usually defined as the Seating of the Mothers). Because the amount of prelude music required is dependent upon a timely start of the wedding, the Organist is entitled to an additional fee should the wedding begin more than 15 minutes late. The fee payable to the organist in the event of a late start is \$50/15 minute delay. The first of these accumulating fees is assessed 15 minutes after the appointed start time. This fee becomes due upon request of the Wedding Director, who keeps official time for Marsh Chapel weddings.

Non-refundable fees. All fees payable to the Associate Director of Music, Justin Thomas Blackwell, are non-refundable. For this reason, we recommend that wedding couples do not submit these fees until they become due.

Nonpayment of fees. At any time, any musician, including the Organist, may refuse to perform or continue performing as a result of nonpayment of any of the fees described in this document, including the Wedding Delay Fee.

List of Fees

Music Consultation Fee (required of all couples) \$75

Organist's Fee.....\$275

Music Consultation Fee + Organist's Fee Total: \$350

Vocalist/Cantor (required for Roman Catholic Masses) \$250/vocalist

Instrumentalist (excluding harpists)..... expected \$250/instrumentalist

Harpist..... expected \$350

Ensembles as negotiated

Additional music rehearsal.....\$50-\$100, payable to the Organist

Wedding Delay Fee\$50/15 minute delay, payable to the Organist

Checks for the Music Consultation Fee should be made out to "Justin Blackwell."

Checks should be mailed to:

Marsh Chapel at Boston University
Attn: Justin Blackwell
735 Commonwealth Avenue
Boston, MA 02215