

CHECKLIST

- Contact Chaplain/Clergy*
- Get license*
- Ensure ordination papers for civilian clergy are sent to Chapel if applicable*
- Ensure facility is reserved for rehearsal and wedding*
- Call wedding coordinator*
- Contact musician*
- Contact florist*
- Take guest list to Security Forces*



With this ring...

Eglin Air Force Base

Chapel



Wedding Guide

Dear Wedding Couple,

We are pleased that you are interested in the Eglin Air Force Base Chapel as the place to begin your marriage. Marriage is a covenant between a man and woman who desire God to bless their union, thus the marriage ceremony is a religious service and not a civil ceremony. Only ordained clergy representing denominations and churches recognized by the Armed Forces Chaplains Board are authorized to officiate. All wedding ceremonies in either chapel are to be done reverently with dignity and in good taste.

Marriage is never to be entered into hastily or unadvisedly. In every case our chaplains will desire to meet with the couple prior to the ceremony for pre-marital counseling and to discuss the specifics of each wedding.

We pray that God will bless you as you enter this exciting new life together.

THE EGLIN CHAPEL STAFF

NOTE: This information is important so please read it carefully! To avoid unnecessary costs and embarrassment DO NOT make announcements, print invitations or reserve a reception hall, until you have been contacted by the facility scheduler with a confirmed chapel facility reservation date.

RECEPTIONS

There are no wedding receptions in the Chapel facilities. Your wedding coordinator can suggest other locations.

GUEST LIST

To ensure the access of non-military guests to Eglin Air Force Base, please call the Security Forces at 882-2856, and they will instruct you on current requirements for non-military persons desiring to access the base. Please submit required information approximately one month and no later than two weeks prior to the event. The same Security Forces procedure is necessary for both the wedding and the rehearsal. If you have a large number of guests, encourage them to arrive 30 minutes prior to the scheduled rehearsal and wedding, in case of delays at the gate.

CLEAN-UP

Please help us to maintain a neat and clean Chapel. In all likelihood, there will be other weddings or services at the Chapel shortly after yours. The wedding party is responsible for the cleanliness of the Chapel after the wedding. This must be accomplished within the allotted time for your wedding.

SMOKING AND ALCOHOL

Smoking is not permitted in the Chapel. AF Instruction 52-101 prohibits the use of alcoholic beverages in the Chapel facilities except for sacramental purposes. The wedding ceremony will not be held when any member of the wedding party is under the influence of alcohol or drugs.

RICE AND CONFETTI

Please inform your guests that throwing rice, confetti, birdseed, flower petals, or similar items is absolutely prohibited inside or outside of the Chapel. Flower girls may not throw real petals as these may stain the carpet and also present a ground safety hazard when thrown on the tile floor or concrete.



ELIGIBILITY

In order to reserve the use of the chapel, the bride and/or groom must have a valid Armed Forces Identification Card.

TO RESERVE THE CHAPEL FOR A WEDDING, PLEASE TAKE THE FOLLOWING STEPS

First, complete a facility request form obtained from the Chapel Center office at (850) 882-2111 or DSN 872-2111. You may request a specific denominational or unit chaplain at that time. The senior chaplain will determine eligibility to obtain the services of an active duty chaplain, and you will receive a wedding guide booklet. The interview should last about 30 minutes.

If **civilian clergy** will be used, the facility scheduler will help your reserve the sanctuary for your wedding. You will need to confirm the date and time with your civilian clergy and notify the facility scheduler that this has been confirmed. A copy of the civilian clergy ordination certificate or license must be received before reservation of the chapel can be confirmed or scheduled. This document can either be delivered to the facility scheduler or faxed to 882-9368.



USAGE FEE

There is no charge for use of the Chapel, or active duty chaplains. You may make a donation to the Chapel by contributing at the worship service of your choice or by check made out to Eglin CTOF.

DENOMINATIONAL REQUIREMENTS

Denominational requirements and religious convictions may restrict a chaplain from performing certain marriages. You must contact the desired chaplain well in advance (see below) of the proposed wedding date. If a chaplain is unavailable because of scheduling conflicts, TDY, etc., you may be referred to another chaplain. Once a chaplain has been assigned to your wedding he/she holds final approval in matters of etiquette, music, picture taking, etc.

PROTESTANT

Please be advised that there are numerous Protestant denominations with different requirements for the chaplain of that denomination. Please consult with your chaplain for further details. A **MINIMUM** of three months is required to fulfill counseling requirements.

CATHOLIC

Catholic Personnel should contact the priest a **MINIMUM** of six months prior to their wedding date to fulfill marriage preparation requirements:



FLOWERS AND CANDLES

Floral arrangements are the responsibility of the wedding party. Flowers and other decorations cannot be delivered earlier than the scheduled time block. Pew bows, flowers, etc., may be made to hang by hooks or a bent wire over the pew. They will not be taped or tacked to the pews.

All flowers and decorations will be removed from the Chapel when the wedding is over. Please inform your florist of these restrictions. The florist may not set up prior to the assigned time. The wedding party is responsible for furnishing dripless or mechanical candles. All candle stands must have a plastic sheet under them to protect the carpet from wax.

Furniture **WILL NOT** be moved unless authorized by the chaplain. Only dripless candles with drip paper are allowed and will not be affixed to pews, walls, etc.



WEDDING PROGRAMS

If you desire bulletins/programs for your wedding, you must have them prepared at your own expense. Religious bookstores are a good source for pre-printed bulletin covers.

SABERS /SWORDS

The traditional use of sabers during your ceremony may be permissible with the prior approval of the clergy conducting your ceremony. The chapel does not have sabers, but you may contact the base honor guard at 882-2157, and possibly make some arrangements through them.

PHOTOGRAPHS

Photographs/videos of the wedding party, participants and guests may be taken prior to or following the ceremony. The photographers must check with the officiating chaplain/minister prior to the ceremony. Use of flash may be restricted during the ceremony. Posed photos must be taken within the scheduled time limit.



- A Certificate of Baptism issued within 6 months prior to the wedding date is **REQUIRED** of each Catholic, and desired from all other baptized Christians.
- Complete Pre-Nuptial Questionnaire (bride and groom)
- Obtain (2) witness statements for the freedom to marry on behalf of the non-Catholic individual.
- If necessary, complete a Request for Dispensation/Permission and forward to the appropriate Chancery
- If either party has been previously married, include the **ORIGINAL** Declaration of Catholic Nullity, or a **CERTIFIED** copy of Certificate of Death
- Complete either the Pre-Cana Class or Engaged Encounter weekend offered by the local Diocese or closest Diocese.
- Schedule meeting with Catholic Wedding Coordinator and Musician

CIVILIAN MINISTERS

The Senior Chaplain or his representative must approve any requests for a civilian minister to officiate your wedding. Only ordained or licensed clergy are authorized to officiate. **Whenever a civilian minister officiates, the services of a chapel-approved wedding coordinator must also be obtained.** The civilian clergy must provide proof of ordination/licensing **BEFORE** reservation request of the wedding is confirmed. Civilian ministers must adhere to the policies of this booklet. Proof of ordination/licensing may either be brought to the Chapel Center or faxed to (850) 882-9368. If you fax this document, please indicate on the cover sheet the date, time, wedding party information and clergy name which pertains.



JEWISH

For Jewish weddings you must contact the Jewish Lay leader to set up an appointment.

OTHER FAITH GROUPS

Only ordained or licensed clergy are authorized to officiate. Contact the chapel for more information.

Justices of the peace, judges and other civil officials may not conduct wedding ceremonies in Eglin Air Force Base Chapels.

WEDDING REQUESTS

All wedding requests are tentative until completely processed and approved. Active duty military personnel will receive first consideration if a scheduling conflict arises. You are limited to one (1) hour for the rehearsal and two (2) hours on the wedding day. Having a wedding on Sunday is normally not feasible due to the heavy use of the facilities, nor can a wedding conflict with any other regularly scheduled Chapel function.

NOTE: No weddings will be scheduled on Sundays, Christmas Eve/Day, New Years Eve/Day, Holy Week (Palm Sunday – Easter) or Federal Holidays.



DRESSING FACILITIES

Formal or informal military or civilian attire can be worn. Flowers will not be worn on the Air Force uniform. We have limited dressing facilities. The wedding coordinators will make them available to the wedding party. We ask that you do not leave any valuables in the dressing room during the ceremony. The wedding party is responsible for ensuring that no personal items are left behind.

MUSIC

Organ, piano, and vocal selections must be in good taste for a religious ceremony. It is preferable that you use one of the chapel approved organists, but if you choose your own he/she must be approved by the wedding coordinator. A list of approved musicians is available at the Chapel. It is the responsibility of the wedding party to make all arrangements to pay musicians.

If you choose to have music, select carefully, remember that your wedding is a service of worship. We suggest sacred music and texts be used during the ceremony with secular music used during the reception. Your Chaplain/Minister must approve any secular music.



WEDDING COORDINATOR

A chapel-approved wedding coordinator is required! She is aware of chapel policies concerning the use of candles, appropriate music, photography, as well as the required clean-up to meet chapel standards. The wedding coordinator is also familiar with the sound system, know which rooms are the best dressing rooms, and is able to show you the chapel wedding provisions (candelabras, kneelers, etc.)

The wedding coordinator has a wealth of information to assist you with your wedding. She will be able to recommend rehearsal dinner and reception sites, caterers, photographers, florists, printers, etc. She does not receive any compensation from recommended vendors. She will also provide you the rules for proper wedding etiquette and the mechanics involved.

The goal of the wedding coordinator is to relieve the wedding party from as much anxiety as possible, and to make sure that everyone is satisfied. The coordinator will finalize all wedding plans and see that they are carried out so that the couple will have the wedding of their dreams. Wedding Coordinator's fees are the responsibility of the wedding party. The Wedding Coordinator is not an employee of the chapel. Contact the Chapel for a current listing of approved wedding coordinator.



THE CHAPELS

We have two Chapels for weddings. The chapel staff will be glad to advise you to which facility is available to meet your needs.

- **Chapel Center** (bldg 868) is located on the main side of the base (next to the Enlisted Club)... Seating capacity of 260.
- **West Gate Chapel** (bldg 2574) is located on the west side of the base close to the FWB gate.... Seating capacity of 300.

Chapel Center weddings will be scheduled normally on Saturdays during two-hour time blocks as follows:

1000-1200
1230-1430
1500-1700

West Gate Chapel weddings will be scheduled on Saturdays during two-hour time blocks as follows:

1100-1300
1330-1530

The start time may be adjusted within the two-hour time block to accommodate the wedding party. However, the Chapel will be opened **no earlier** than the beginning of the time block and will close no later than the end of the time block.

It is the wedding party's responsibility to notify the chaplain/clergy person, chapel staff, and all other parties involved as soon as possible if your wedding is canceled or rescheduled. Reconfirmation **must** be made **30 days** prior to the original scheduled date of the wedding.

FROM THIS DAY FORWARD



REVERENCE

A chapel wedding is more than just a ceremony legally uniting a man and woman in marriage. It is a religious service and should therefore be approached in the spirit of reverence by all members of the wedding party and their guests. This spirit of reverence is expected at all activities and functions preceding, during, and following the wedding. It extends to proper and appropriate dress.

NOTE: No wedding will be performed if the couple does not have a license in their possession at the time of the scheduled rehearsal, or one day prior if no rehearsal is scheduled.

FLORIDA REQUIREMENTS

The price for a Florida license is \$93.50. The Okaloosa County Courthouse is located at 1250 N. Eglin Pkwy in Shalimar (651-7200 ext. 4372). This license is good for 60 days, following a three-day waiting period. The courthouse is open Monday through Friday from 0800-1700. Both parties are required to provide valid driver's licenses. If you have been divorced, you will need to provide the date your divorce was final.

A man and woman who intend to apply for a marriage license and are both Florida residents, may, together or separately, complete a premarital preparation course of **not less than four hours**. Each individual shall verify completion by personal instruction, videotape instruction, instruction via other electronic medium, or a combination of those methods. Course providers must issue a certificate of completion to all individuals who complete a premarital preparation course pursuant to this section. Upon furnishing such a certificate when applying for a marriage license, the individuals shall have their marriage license fee reduced by \$32.50. Chaplains/ministers may conduct your premarital preparation course.

