

### PREMARITAL COUNSELING

Each individual chaplain has requirements or policies established by his or her denomination which dictate the minimum length of time required for pre-marital counseling.

Premarital counseling is mandatory when a couple is to be married by a Little Rock chaplain. The individual chaplain determines the number and length of these pre-marital counseling sessions.

### DESCRIPTION OF CHAPEL

The Base Chapel (Building 950) is located North of the Temporary Family Lodging.

### RECEPTION FACILITIES

**THERE ARE NO CHAPEL FACILITIES AVAILABLE TO ACCOMMODATE WEDDING RECEPTIONS.** Be sure and confirm your chapel reservations prior to arranging for your reception.

### SCHEDULING

1. Scheduled chapel-sponsored programs have priority over requested wedding dates/times.
2. Weddings or rehearsals will not be scheduled on:

*SUNDAYS  
ANY FEDERAL HOLIDAY  
NEW YEARS EVE  
NEW YEARS DAY  
ASH WEDNESDAY  
ALL OF HOLY WEEK (Palm Sunday through Easter)  
INDEPENDENCE DAY  
THANKSGIVING EVE  
THANKSGIVING DAY  
CHRISTMAS EVE  
CHRISTMAS DAY*

\* (Catholic weddings will not be scheduled during Lent except in special cases)

3. The chapel is available on Fridays for wedding rehearsals and Saturdays for weddings.

### REHEARSAL/WEDDING TIME SCHEDULE

1. WEDDING REHEARSALS normally take about **fifty minutes**
2. WEDDING CEREMONIES are scheduled at **two-hour intervals** to assure that the wedding party has adequate time for preparation, the ceremony, and photographs. Each wedding party will have access to the chapel, one hour prior to the ceremony and will vacate the chapel by the end of the two-hour interval. *It is imperative that this time be honored*

3. WEDDING TIMES ARE AS FOLLOWS:  
Saturday 1000 - 1400 (1100 or 1300 ceremony)

### **CANCELLATION**

**CANCELLATION** of your wedding reservation should be telephoned **IMMEDIATELY** to the sponsoring chaplain.

### **MISCELLANEOUS**

1. FLOWERS: Flowers are the responsibility of the couple. They must be removed immediately following the wedding.
2. CANDLES: Must use dripless candles and place runners under all the candles and candelabras. The plastic runners should be of an appropriate thickness and size so that the melted wax will not melt through or fall on the carpet.
3. PHOTOGRAPHERS: Policies regarding photos during wedding ceremonies may vary among clergy. The photographer should consult with the officiating clergy before the service. He/she must adhere to the clergy's desires. Posed pictures may be made before or after the wedding. **PROVIDED THIS TIME DOES NOT EXCEED THE TWO-HOUR TIME FRAME ALLOTTED FOR THE WEDDING.**
4. ALTERATIONS: The chapel is designed and prepared for worship (weddings are liturgical rites). Alteration of the chancel area, removing or moving furniture, banners, Advent, Christmas, or Lenten decorations, etc., **IS NOT AUTHORIZED.**
5. FURNISHINGS: Decorations will be used without using tacks, pins, tape, or anything that will mar or damage pews, walls and/or furnishings.
5. BULLETINS: Anyone desiring bulletins or programs for their wedding must have them typed and reproduced at their own expense.
6. FIREARMS IN THE CHAPEL: The presence of firearms in the chapel is strictly prohibited.

### **STATE OF ARKANSAS LICENSE PROCEDURES**

Current information for obtaining a marriage license from the Pulaski Circuit/County Clerk, 401 W Markham St, 340-8375. Requirements to obtain the license are: proof of age (Military I.D., Valid Passport, Birth Certificate).

The marriage license **MUST** be delivered to the officiating clergy prior to the wedding. It is your responsibility to ensure that the license is returned to the County Records Department.

For those wanting a civil marriage, chapels are set aside for religious ceremonies performed by duly ordained ministers only. No civil authority, such as a judge or justice of the peace, etc., will perform a wedding in the chapel.

### **SUBMISSION OF REHEARSAL/WEDDING GUEST LISTS FOR BASE ENTRY:**

Guests not holding valid military ID cards will need permission to enter the base. The sponsor or designated military ID cardholder must coordinate guest entry by being at the Vandenberg gate to assist visitors during entry, if needed.

## INTRODUCTION

1. The Little Rock AFB Chapel Staff is pleased to make the base chapel facility available for weddings in the hope that your wedding will be a very meaningful and beautiful experience. We believe the wedding ceremony is one of the most sacred moments in the life of two persons. It is indeed a very significant experience which is not to be entered into lightly. So, congratulations as you plan this important event.

2. It is our policy to extend to each couple every possible courtesy and we will work with you to make your wedding as beautiful and as meaningful as possible. It is also our intent in this brochure to be clear and candid so that those who request, reserve, and use our chapel will know and understand our concerns and policies. Thus, we hope confusion or misunderstandings will be minimal. **PLEASE READ THIS BROCHURE THOROUGHLY.**

## AIR FORCE CHAPLAINS

Each wedding party is free to arrange for a chaplain to perform their marriage ceremony. Chaplains, however, are not obligated to perform weddings. Rather, chaplains are clergy bound by denominational requirements, dictates of conscience, and professional judgment. On occasion, a chaplain may not be able to perform a marriage due to restrictions placed on them by their denomination. In all cases, however, they will assist in the most helpful way possible.

## ELIGIBILITY

Only **valid** military I.D. cardholders and their immediate family members who hold a **valid** I.D. card (dependents or children) are eligible to reserve the chapel and request service of a Little Rock chaplain. I.D. cardholders from other bases, branches, or retirees may use the facility but must provide their own chaplain from their base or parish.

## FEES

1. CHAPEL: There are no fees for the use of the chapel.
2. CHAPLAINS are not allowed to receive honorariums. Should the wedding party choose to use the services of a civilian clergy, the honorarium fee will be negotiated between the wedding party and the individual clergy.
3. ORGANISTS: The fee is a private arrangement between the organist and the wedding party.
4. VOCALIST(S), FLOWERS, AISLE RUNNER, CANDLES, PHOTOGRAPHERS, ETC.: are all at the expense of the wedding party. Questions should be directed to your sponsoring chaplain.

## CHAPEL ETIQUETTE

1. The officiating clergy is the final approval authority in matters of chapel etiquette, wedding music, picture taking, electrical recording, and the like. It is the responsibility of the wedding party to inform all of the guests of the guidelines to insure that the sanctity of the chapel is not violated.
2. A room (the chapel cry room) is available for the convenience of the marriage party. They should insure that the room is left in good condition following the wedding ceremony.
3. Safeguard your valuables. The chapel cannot be responsible for their potential loss.
4. Smoking **ANYWHERE** in or around the chapel, at chapel entrances, or on chapel grounds is prohibited.
5. Do not allow your guests to throw rice, confetti, or anything inside of the chapel or on the chapel grounds.

6. **THE WEDDING PARTY IS RESPONSIBLE FOR ENSURING THE INTERIOR OF CHAPEL IS LEFT CLEAN AS FOUND AND EXTERIOR IS PICKED UP AND LEFT TRASH FREE.**

7. Alcoholic beverages -- other than the clergy's ecclesiastical wine -- are not allowed in religious facilities. Persons attempting to consume alcoholic beverages, including members of the wedding party, will be requested to leave the premises immediately.

8. Food is not permitted in the chapel or any part of the chapel facilities.

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**CHAPEL OFFICE HOURS:** Monday - Friday 0730 - 1630

**TELEPHONE NUMBER:** 501-987-6014

**TABLE OF CONTENTS**

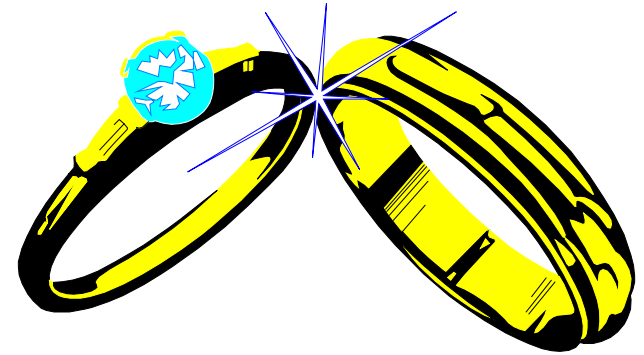
INTRODUCTION AIR FORCE CHAPLAINS ELIGIBILITY	1
STATE OF ARKANSAS MARRIAGE LICENSE PROCEDURES SUBMISSION OF REHEARSAL/WEDDING GUEST LISTS	2
PREMARITAL COUNSELING RECEPTION FACILITIES	3
SCHEDULING SATURDAY WEDDINGS REHEARSAL/WEDDING TIME SCHEDULES	4
CANCELLATION MISCELLANEOUS RESERVING A CHAPEL	5
FEES CHAPEL ETIQUETTE	6
CHAPEL OFFICE HOURS/TELEPHONE NUMBERS	7
CHECKLIST	8

## WEDDING BROCHURE

The information in this brochure is provided to assist you in planning your wedding. It may not answer all of your questions, but it does address those most frequently asked by couples. For additional information, please feel free to contact the chaplain performing your ceremony or the chaplain sponsor (if a chaplain from another base or civilian clergy is performing the ceremony) at 987-6014.

## CHECKLIST

1. Contact sponsoring chaplain for appointment
  - a. Name:
2. Civilian minister (if necessary)
  - a. Name:
  - b. Address:
  - c. Telephone:
  - d. Ordination paperwork to chapel
3. Schedule chapel
  - a. Rehearsal date/time:
  - b. Wedding date/time:
4. Counseling dates:
5. Reception facility arranged:
6. Order invitations
7. Ushers/Altar Servers
8. Photographer
9. Flowers
10. Marriage License
11. Questions



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