



**Basilica of the Sacred Heart**  
University of Notre Dame  
322 Coleman-Morse Center  
Notre Dame, IN 46556

## **Weddings in the Basilica of the Sacred Heart: Guidelines and Policies for Outside Wedding/Event Coordinators**

These guidelines will assist all participating in the liturgy to respect the beauty and dignity of the wedding liturgy. We appreciate your cooperation in respecting the sacred nature of this space.

If wedding/event coordinators violate these guidelines they may be asked to leave by Basilica personnel. If asked to leave, they will no longer be permitted to work in the Basilica.

### **Wedding Schedule**

The regularly scheduled times for weddings on available Saturdays are 9:00 a.m., 11:00 a.m., 1:00 p.m. and 3:00 p.m. and Fridays at 1:00 p.m. and 3:00 p.m. Couples are allotted two hours of time in the Basilica, beginning 30 minutes prior to their liturgy (i.e. the 11:00 a.m. wedding has access to the Basilica from 10:30 a.m.-12:30 p.m.).

### **Roles and Responsibilities**

Couples must communicate directly with their assigned Basilica wedding coordinator to limit any confusion or miscommunication. As outlined below, outside wedding/event coordinators may not assume any of the responsibilities of the couple or of the Basilica wedding coordinator.

1. Any outside vendor hired as an event/wedding coordinator may not impact the responsibilities of the Basilica Wedding Coordinator.
2. Couples (not outside wedding/event coordinators) communicate directly with the Basilica wedding coordinator, music coordinator and presider to plan all elements of the wedding liturgy. Outside wedding coordinators will not be involved in selection of readings, music, seating of family members, processions, or any aspect of the liturgy.
3. Couples (not outside wedding/event coordinators) communicate directly with the Liturgy Office regarding paperwork.
4. Couples (not outside wedding/event coordinators) communicate special transportation (buses, limos, trolleys, etc.) with the Basilica wedding coordinators. The Basilica wedding coordinator is then responsible for contacting parking and security.
5. Outside wedding/event coordinators may not meet with couples or family during the scheduled wedding rehearsal. The Basilica wedding coordinator and the presider is responsible for the entire 45 minute rehearsal. This time frame is strictly adhered to, out of respect for the other rehearsals.



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6. The Basilica maintains a strict timeline for preludes, seatings and start times of weddings. Wedding/event planners may not ask to change that timeline.

### **Other Important Guidelines**

1. Because the Basilica is a sacred space and a wedding a formal occasion, all outside personnel are required to wear proper attire at all times and in all circumstances (i.e. no jeans, short skirts or jumpers, shorts, tank tops or spaghetti straps, t-shirts, sweat shirts, yoga pants or any athletic attire, flip flops, sneakers, etc. Acceptable options include, but are not limited to, slacks, blouses, dresses, polos and button down shirts).
2. No food or beverage is to be brought into the Basilica. Alcoholic beverages are not permitted in the Basilica or anywhere on campus.
3. No parking is permitted in the drive immediately in front of the Basilica. Handicapped guests and the wedding party **only** may use the turnabout, and only as a drop-off location, not as a parking place.

Thank you for your cooperation.