



NASHER MUSEUM OF ART AT DUKE UNIVERSITY

PLANNING YOUR WEDDING RECEPTION

We hope you will use this checklist to plan your event at the Nasher Museum. At any time, please do not hesitate to contact the Special Events Office for more information.

PRE-PLANNING

- Select your wedding date and book a site for the ceremony.
- If you have never seen the Nasher in person, visit the museum any time during regular hours. Additionally, plan a visit for a Thursday evening after dark to experience the space at night.
- Download and review the detailed Nasher Museum Rental Guidelines.
- Contact the Nasher Special Events Office to check available dates, ask questions and schedule a meeting with the Special Events Coordinator.
- Review your catering options. The list of approved caterers with their contact information is found in the Rental Guidelines. Sample wedding packages from three of the caterers may be downloaded from the Nasher website. All of the caterers would be glad to speak with you about your event and provide you with a custom proposal.
- View photos of other special events at the Nasher Museum. These are available on the Nasher website, or upon request from the Special Events Office.
- Inquire about which exhibitions will be on view on the date of your wedding. Your reception guests will enjoy a private viewing of these exhibitions during your event at the Nasher.
- Upon confirming your decision to book at the Nasher, you will be sent a rental agreement. Please review, complete and return it with your deposit to the Nasher within ten business days.
- Become a Friend of the Nasher! Join online, or call 919-684-3411. Members receive weekly e-blasts and special invitations to museum programs and events throughout the year.

EVENT PLANNING

- Inform the Special Events Office of your selected caterer.
- If working with a wedding planner, please connect him or her with the Special Events Coordinator early in the process. A list of wedding professionals with experience at the Nasher is available upon request.

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- Send the Great Hall Business Photography Form to your photographer &/or your videographer. This form, available from the Special Events Office, is to be completed and returned to the museum prior to the date of the wedding.
- Pass along all vendor contacts for your event to the Special Events Coordinator, so they can communicate about setup needs, parking and security. The Special Events Coordinator can provide vendor referrals, or you may search the local member directories of professional associations: www.trianglenace.com and www.ises-gt.org.
- Share your vision for your reception décor with the Special Events Coordinator. All décor details should be reviewed with the Nasher prior to the day of your event. We see more events in this space than anyone else, and can offer creative ideas, solutions and referrals that may save you time and money, and make the most of this beautiful venue you have chosen for your event.
- Shop the Nasher Museum Store for unique gifts for your bridal party and out of town guests.

FINAL DETAILS

- One month before the wedding, confirm your headcount with the Special Events Office. Based on this number, and an updated security estimate, please submit your final payment to the museum.
- Your caterer will provide a detailed event diagram and share it with the Nasher. Since sculptures and art pieces in the Great Hall change from time to time, the diagram can be finalized a few weeks before the wedding.
- If you are planning to show engagement or childhood photos on the LCD panels in the museum during your event, please submit the digital slideshow to the Special Events Office at least two days before the wedding.

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919-684-3321

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