

Wedding Information Sheet

Today's Date: _____

Date of Rehearsal: _____ Time: _____

Date of Wedding: _____ Time: _____

Name of Groom: _____

Address: _____

Work Phone () _____ Home Phone () _____ Cell Phone () _____

Name of Bride: _____

Address: _____

Work Phone () _____ Home Phone () _____ Cell Phone () _____

What is your relationship to the College?

Employee _____ Alumni _____ Current Student _____ None _____

Name of Alumni & Year of graduation: _____

Liability Ins. Provided: _____ Homeowners Ins. _____ Special Event Policy

Special Requests

Piano _____ Organ _____

Lapel Microphone _____ Standing Microphone _____

Altar _____ Unity Candle Stand _____

Podium _____

Other _____

Security and Cleaning

Deposit: \$ 100.00

Sound System Due to:

\$ 235.00

Chapel Balance due: \$ _____

THIS FORM MUST BE RETURNED TO THE CONFERENCE OFFICE.

