

Request Form for Ceremony at Wellesley College

Please return your completed form along with your deposit by mail to:
Amy O'Toole, Coordinator of the Houghton Chapel and Multifaith Center,
The Office of Religious and Spiritual Life, Wellesley College, 106 Central Street,
Wellesley, MA 02481 or by fax to 781-283-3676.

*(Please note that reservations are **not** final until approval has been given by the College)*

Type of Ceremony (Please Check)

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> Buddhist | <input type="checkbox"/> Protestant |
| <input type="checkbox"/> Catholic | <input type="checkbox"/> Sikh |
| <input type="checkbox"/> Hindu | <input type="checkbox"/> Spiritual |
| <input type="checkbox"/> Interfaith | <input type="checkbox"/> Unitarian Universalist |
| <input type="checkbox"/> Jewish | <input type="checkbox"/> Other Religious _____ |
| <input type="checkbox"/> Muslim | |

Participant Information:

Name: _____	Name: _____
Address: _____	Address: _____
Phone(home): _____	Phone(home): _____
Phone(work): _____	Phone(work): _____
Phone (cell): _____	Phone (cell): _____
E-mail: _____	E-mail: _____

Wellesley College facilities are limited to only members of the Wellesley College community:
(Please Check)

- ☐ Faculty
☐ Staff
☐ Student
☐ Wellesley College Alumnae Year of Graduation: _____
☐ Immediate Family

Name of Wellesley College Community Member: _____

Rehearsal Date: _____ Time: _____
Ceremony Date: _____ Time: _____
Ceremony Location:

- ☐ Houghton Chapel
☐ Arboretum

Approximate Number of Guests: _____

Clergy/Presider Arrangements

Persons being married at Wellesley College may arrange for outside clergy/presider to perform ceremonies. Members of the College Office of Religious and Spiritual Life Staff may be available to preside at weddings as their schedules permit. All weddings must be cleared by Office of Religious and Spiritual Life.

Clergy Person(s)/Presider(s) Performing Ceremony

Name: _____	Name: _____
Address: _____	Address: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

- ☐ Clergy has not been confirmed
- ☐ I would like to speak with a Clergy from Office of Religious & Spiritual Life

Additional Information (If available)

Organist/Musician

Name: _____

Phone: _____

Email: _____

Florist

Name: _____

Phone: _____

Email: _____

All arrangements for the payment of clergy, organist and florist must be made by wedding participants.

Special Arrangements/Requests:

For additional questions, please contact
Amy O'Toole, Coordinator for the Houghton Chapel and Multifaith Center
(781) 283-2615, aotoole@wellesley.edu

For Office Use Only:

Approved by The Office of Religious and Spiritual Life _____

Deposit Received _____

