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)
□ Buddhist  □ Protestant
□ Catholic   □ Sikh
□ Hindu      □ Spiritual
□ Interfaith □ Unitarian Universalist
□ Jewish     □ Other Religious ________________________________
□ 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: __________________________
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 ____________________________