

# Manning Chapel Wedding Reservation Application

Office of the Chaplains and Religious Life, Brown University



## Instructions

- Please download and print this pdf form.
- Please print clearly or type.
- Complete in full before returning to OCRL.

*Specific questions about dates may be addressed to OCRL by emailing [OCRLweddings@brown.edu](mailto:OCRLweddings@brown.edu).*

Please return via:

- Mail: Office of the Chaplains and Religious Life  
Brown University, Attn: Susan Jamiel  
Box 1931  
Providence, RI 02912

**Name:**

**Name:**

**Address:**

**Address:**

**Address:**

**Address:**

**Telephone Nos:**

**Telephone Nos:**

**Email:**

**Email:**

**Fax:**

**Fax:**

**DOB/Place of DOB:**

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**Religious Affiliation, if any:**

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**Name and address after the ceremony, if different from above:**

**Which member of the couple will be primary contact with OCRL:**

**Name, address, phone, and email for wedding planner or point person on the day of ceremony:**

**Affiliation: (please circle)**

Brown Student or Immediate Family Member

Brown Faculty or Immediate Family Member

Brown Staff or Immediate Family Member

Non-Brown community member

Brown Alumnae/us or Immediate Family Member: Indicate which year \_\_\_\_\_

**Proposed Dates and Time for Wedding:**

**Proposed Times for Wedding Rehearsal:**

**Full name, title, address, phone numbers, email for officiant** (Note: Registrants to arrange for clergy or civil official and his/her honorarium):

**Music:** University Organist (circle) Yes No (Note: You must consult with the University Organist regarding all music for your ceremony) OR Name and phone number(s) of other musicians and/or soloists

Technical Needs (sound system, lighting):

Name of Florist:

Approximate Size of Congregation:

Waiver Form:

Signature: \_\_\_\_\_

For Office Use:

Form:

Fee:

Date of payment: