Please Note: War Memorial Chapel – Wedding Request Forms submitted less than 45 business days in advance may not be approved. Forms must be filled out clearly and completely in order to be processed in a timely manner. Please be aware, the Event Planning Office will not hold dates and/or locations if the request form is incomplete. Insurance is required for all weddings.

1st Contact:
Phone: ____________________________ E-mail: ____________________________
University Affiliation (Please check one): ☐ Student ☐ Faculty/Staff ☐ Alumni

2nd Contact:
Phone: ____________________________ E-mail: ____________________________
University Affiliation (Please check one): ☐ Student ☐ Faculty/Staff ☐ Alumni

Note: If neither the 1st or 2nd Contact is University affiliated you must have someone in your wedding party, or a parent of the contacts be university affiliated. Fill their contact info below:
Name: ____________________________
Phone: ____________________________ E-mail: ____________________________
University Affiliation (Please check one): ☐ Student ☐ Faculty/Staff ☐ Alumni

Requested Rehearsal Dates/Times: (Please note a minimum of one (1) hour is required for rehearsals)

<table>
<thead>
<tr>
<th>Requested Date(s):</th>
<th>Requested Times:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Choice Date:</td>
<td>☐ 4:00pm ☐ 5:00pm ☐ 6:00pm ☐ Other: __________________</td>
</tr>
<tr>
<td>Back-Up Dates:</td>
<td>☐ 4:00pm ☐ 5:00pm ☐ 6:00pm ☐ Other: __________________</td>
</tr>
</tbody>
</table>

Requested Ceremony Dates/Times: (Please note a minimum of two (2) hours is required for the ceremony)

<table>
<thead>
<tr>
<th>Requested Date(s):</th>
<th>Client Set Up Time:</th>
<th>Event Start/End Time:</th>
<th>Client Tear Down Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Choice Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Back-Up Dates:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Requested Locations: (fees applicable)
☐ War Memorial Chapel (Rates: $65 per hour for students, $100 per hour for Alumni/Staff)
☐ War Memorial Chapel and War Memorial Chapel Roof (Rate: Add $50 per day to the hourly rates listed above)

Would you like to request any Student Engagement and Campus Life Equipment? ☐ Yes ☐ No (fees applicable)
☐ ________ 6’ Folding Tables (30 in stock) ☐ ________ Black Chairs (30 in stock) ☐ ________White Chairs (300 in stock)

Will the event involve amplification? ☐ Yes ☐ No ☐ Unsure*  
*PLEASE NOTE: All event requests must follow the Amplification Policy. If you are unsure of the policy, please see www.policies.vt.edu/5000.pdf.

Would you like a referral to Production Services for lights/power/stage/sound? ☐ Yes ☐ No

Event Coordinator: An experienced coordinator is required for all weddings and similar events. The Chapel Staff will perform this function for a fee of $150 that will automatically be included in your contract.

☐ Event Coordinator Opt Out (By checking opt out box, you are agreeing that you will secure someone else to fill the coordinator role.)

By submitting this form, I am indicating that I have read and I understand this document. I agree to adhere to the War Memorial Chapel Guidelines as well as all applicable Event Planning, Student Engagement and Campus Life, and University Policies and State Laws. I acknowledge that a non-refundable deposit of $150.00 is due at the time of event confirmation. I agree to pay all charges associated with this event.

Signature of Authorized Contact: ____________________________ Date: ____________________________