

SIMPSON COLLEGE

SMITH MEMORIAL CHAPEL

Please complete and return at least one (1) month prior to wedding date.

Spouse #1 _____ Photographer _____
Phone- work _____ home _____ Time of photos _____
Spouse #2 _____ Florist _____
Phone- work _____ home _____ Phone _____
Rehearsal time _____ Organist _____
Wedding date _____ Wedding Coordinator _____
Wedding time _____ Phone _____

Kneelers requested (Y) or (N)
Will you have any handicapped guests? (Y) or (N)
Sound system (Y) or (N) - (tape), (CD), (microphone),
(MP3) or (Ipod)

Special equipment needed _____

Reception location _____

CANDLE RENTAL

Please see our candle brochure for complete information on all of our candles or call the chapel office to make an appointment to come see the candles. All candles to be used in the ceremony must be rented from the chapel.

- | | | | |
|---------------------------|--------------------------|--------------------------|--------------------------|
| A. Unity Candle fee \$25 | <input type="checkbox"/> | E. Altar Candle fee \$50 | <input type="checkbox"/> |
| B. Pew Candle fee \$115 | <input type="checkbox"/> | D. and E. fee \$75 | <input type="checkbox"/> |
| C. Window Candle fee \$75 | <input type="checkbox"/> | F. Candelabra fee \$35 | <input type="checkbox"/> |
| Rented with B. \$50 | <input type="checkbox"/> | | |
| D. Floor Candle fee \$50 | <input type="checkbox"/> | | |

Total Candle fee \$ _____

Candles must be paid in full by the date of the wedding.

Thank you for providing this information. Please contact us immediately with any changes at:

Simpson College /Smith Memorial Chapel
701 North C Street
Indianola, IA 50125

Phone (515) 961 - 1610 (Monday - Friday 9-4:00)
Email: ann.shepherd@simpson.edu
www.simpson.edu/chapel

white- office copy
yellow- wedding couple
8/19/09