Reservation for Weddings on Campus
Mary Lou Campana Chapel and Lecture Center

Wedding Date - Please call 724-836-7496 to check availability.

<table>
<thead>
<tr>
<th>Friday Ceremony</th>
<th>Thursday Rehearsal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access</td>
<td>Assigned rehearsal times</td>
</tr>
<tr>
<td>1:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>2:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>3:30 p.m.</td>
<td>Date: ____________ 5:00 - 6:00 p.m. Date: ____________</td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>7:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>8:30 p.m.</td>
<td>Date: ____________ 6:00 - 7:00 p.m. Date: ____________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Saturday Ceremony</th>
<th>Friday Rehearsal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access</td>
<td>Assigned rehearsal times</td>
</tr>
<tr>
<td>10:30 a.m.</td>
<td></td>
</tr>
<tr>
<td>11:30 a.m.</td>
<td></td>
</tr>
<tr>
<td>1:00 p.m.</td>
<td>Date: ____________ 3:00 - 4:00 p.m. Date: ____________</td>
</tr>
<tr>
<td>1:30 p.m.</td>
<td></td>
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<tr>
<td>2:30 p.m.</td>
<td></td>
</tr>
<tr>
<td>4:00 p.m.</td>
<td>Date: ____________ 4:00 - 5:00 p.m. Date: ____________</td>
</tr>
<tr>
<td>4:30 p.m.</td>
<td></td>
</tr>
<tr>
<td>5:30 p.m.</td>
<td></td>
</tr>
<tr>
<td>7:00 p.m.</td>
<td>Date: ____________ 5:00 - 6:00 p.m. Date: ____________</td>
</tr>
</tbody>
</table>

Notes: ____________________________________________________________________________________

Fees
- Current Pitt-Greensburg Student or Pitt-Greensburg Alumni - $300
- Current Pitt Student or Pitt Alumni of any other campus - $325
- Current staff, current faculty, retired/emeritus staff or faculty (of any Pitt campus), advisory board member, and their immediate family members - $350
- Holiday Weekends, for all affiliated groups, including: Martin Luther King weekend, weekend to kick off spring break, Memorial Day weekend, 4th of July weekend, Labor Day weekend, and Thanksgiving weekend - $500
- New Year’s Eve, for all affiliated groups - $1,000

Couple
Who is affiliated with the University, the bride or the groom? __________________________________________

What is the affiliation? 1. Faculty 2. Staff 3. Current Student 4. Family*
5. Alumni (Class Year: ________) 6. Advisory Board Member

*Name of family member (include maiden name, if married): __________________________________________
Name of Bride: ____________________________________________
Home Address: ____________________________________________
Telephone: ____________________________________________
Primary                      Secondary
Email Address: ____________________________________________
Name of Groom: ____________________________________________
Home Address: ____________________________________________
Telephone: ____________________________________________
Primary                      Secondary
Email Address: ____________________________________________

Ceremony

Type of Ceremony:    □ Religious   (Denomination: __________________________)    □ Civil

Clergy or Civil Officer:

Name
Cell
Email
City/State

Will there be a co-officiant?    □ No    □ Yes: (Name: ____________________________)

Guests

The Campana Chapel accommodates 172 guests.

<table>
<thead>
<tr>
<th>Approximate Number of Guests:</th>
<th>Number of Bridesmaids:</th>
<th>Number of Groomsmen:</th>
<th>Number of Flower Girls:</th>
<th>Number of Ring Bearers:</th>
<th>Number of Extra Ushers:</th>
</tr>
</thead>
</table>
Will the Mother of the Bride attend?    □ Yes    □ No
Will the Father of the Bride attend?    □ Yes    □ No
Will the Grandparents of the Bride attend?    □ Yes    □ No
Number of Bride’s Stepparents (if any):
   □ Stepmothers   □ Spouse/Guest
   □ Stepfathers   □ Spouse/Guest

Will the Mother of the Groom attend?    □ Yes    □ No
Will the Father of the Groom attend?    □ Yes    □ No
Will the Grandparents of the Groom attend?    □ Yes    □ No
Number of Groom’s Stepparents (if any):
   □ Stepmothers   □ Spouse/Guest
   □ Stepfathers   □ Spouse/Guest

Special circumstances to be considered?    Notes:

Ambiance

<table>
<thead>
<tr>
<th>Vocalist</th>
<th>Name</th>
<th>Location</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
</table>
Musician(s)                                   Video Technician                                   Photographer                                   Florist

I plan to provide:  ☐ Altar Flowers  ☐ Aisle Runner  ☐ Unity Candle and Holder  ☐ Other___________

Chapel will provide:  ☐ Kneelers  ☐ Piano  ☐ Microphones  ☐ Other _____________________________

Photography

We plan to take photos in and/or outside the chapel:  ☐ Yes*  ☐ No

We plan to take photos, at another location on campus:  ☐ Yes*  ☐ No

If yes, where? ____________________________________________________________

*If “Yes,” please complete the On Campus Photography Request form

Be advised: it is possible that another party has already requested a one-hour photo time slot for the day you would like to reserve the chapel. Although yours will be the only party with Chapel access, during your assigned time slot, they may plan to be at other locations on campus at the same time.

Upon receipt of this form, payment, the photography form, and verification of availability, you will be contacted to confirm your reservation for Campana Chapel. In addition and if applicable, your photography permit will be forwarded to you granting permission to take photographs on our campus. If approached, this photo permit must be presented. Otherwise, you may be asked to leave.

Payment must accompany this form to complete the reservation. Checks should be made payable to: University of Pittsburgh at Greensburg. Cash is accepted, in-person only.

The University of Pittsburgh at Greensburg will not be liable or responsible for personal injuries, personal property damage, lost or stolen property.

For further chapel information, contact: Sheila Kudrick, Coordinator of Alumni Affairs
724-836-7496 or pgaa@pitt.edu

If you would simply like to take your wedding photographs on our campus, but not utilize our chapel facility, please complete ONLY the separate On-Campus Photography Request.

By signing, the couple acknowledges that they have read the separate Official Guidelines for Weddings in the Mary Lou Campana Chapel and Lecture Center, understand all of the information within, and agree to comply with those policies.

Bride’s Signature ___________________________ Date ________________

Groom’s Signature ___________________________ Date ________________

Return this form and payment to: University of Pittsburgh at Greensburg ● ATTN: Alumni Affairs
150 Finoli Drive, Lynch Hall 209 ● Greensburg, Pennsylvania 15601

Updated 3/3/15.