Planning a wedding is an exciting time and we're pleased that you're considering having your wedding at Alverno College. We hope this guide will provide you with enough information to make your planning easier and more meaningful. If you have a question, don't hesitate to call.

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Alverno College Wedding Guidelines

All wedding ceremonies held at Alverno College must follow the guidelines described in this guide.

Requirements for Using the Facilities

1. The Alverno chapel is only available for weddings of alumnae, current degree students, staff, and faculty of Alverno College. Children of alumnae, students, staff, and faculty may only be married in the chapel if sufficient, immediate connection to the college is demonstrated. (These circumstances are evaluated on a case-by-case basis).
2. The engaged couple must be working with their pastor or minister and completing all marriage preparations and regulations as required by their church.
3. If the engaged couple have been baptized Catholic, it must be a Catholic ceremony. Persons who were baptized Catholic may not be married in a non-Catholic ceremony at Alverno.
4. Civil Ceremonies are not permitted.
5. Wedding ceremonies are only held in the Chapel. The one exception for Non-chapel weddings is for engaged couples who can adequately state their religious tradition(s) related to why the wedding should be in a location other than the Chapel. If this is the case, a request must be put in writing to Event and Space Coordination. Having your wedding in a "lovely site" is not a valid reason.

Faith Tradition Guidelines

Catholic Weddings

Alverno College Chapel does not have the canonical status of a parish church. Generally, Catholic marriages are only celebrated in parish churches. Permission to marry in the Alverno chapel is considered to be an exception. All other conditions, preparations, and regulations pertaining to marriage in the Catholic Church still apply for a marriage at Alverno. The engaged couple wishing to be married at Alverno College must follow these steps:

1. **Complete the Wedding Request Form provided by Event and Space Coordination.** At the time of request, the chapel will be put on a temporary hold for the rehearsal and the ceremony.
2. **Contact your home parish** to: discuss arrangements with the pastor regarding wedding preparation, participate in the parish wedding preparation program, and become active members of the parish.
3. Complete the following:
   - **Write a letter to the Chancery Office requesting permission for a marriage in the chapel.** This letter must explain the reasons for the request, state that the pastor (who will officiate at the ceremony) agrees with the reasonableness of the request, indicate that Alverno's Chapel is available for the desired date and time of the wedding, and note which priest will be responsible for marriage preparation.
   - **Ask your pastor to write a letter on official church letterhead to the Chancery**
Office that he agrees with the reasonableness of the request.

- **Ask Alverno for a letter to include in the envelope to the Chancery Office** stating that the chapel is available. Alverno will also send a copy of this letter to Blessed Sacrament Parish, the parish of record.

If approved, the Archdiocese of Milwaukee will send a letter informing Event and Space Coordination. Event and Space Coordination will then send a copy of the Letter of Approval to the engaged couple, and Blessed Sacrament Parish confirming the reservation for the Chapel.

Parish of Record -- Blessed Sacrament Parish, Milwaukee, is the place of record for any marriage at Alverno College. The priest officiating at the marriage is responsible for sending all necessary records to the Archdiocese of Milwaukee Chancery Office for processing and approval. The papers will then be sent to Blessed Sacrament Parish for their records.

**Non-Catholic Weddings**
All weddings performed in the Alverno Chapel must be religious services conforming to the manner and custom of the denomination(s) of the parties being married. Couples wishing to be married at Alverno must:
1. **Complete the Wedding Request Form** provided by Event and Space Coordination.
2. **Contact your congregation**, and discuss arrangements with the pastor regarding wedding preparation.
3. **Ask your pastor to write a letter on official church letterhead** to Event and Space Coordination verifying this information and the reasons for the request to be married at Alverno.

If approved, the Event Manager will confirm the reservation and inform the engaged couple by sending out a rental contract.

**Chapel Reservation Process and Fees**

Use the following guidelines when reserving the chapel:
1. Check on availability of the chapel by calling the Event and Space Coordination office 6-12 months before the wedding date (414-382-6038).
2. Put the date on hold for the Chapel by filling out a Wedding Request Form.
3. After the Wedding Request Form has been submitted, a contract will be mailed to you.
4. Return one signed copy of the rental contract and a non-refundable deposit of $100.00. The fee for chapel use is $200.00. The fee includes the assigned chapel assistant and the use of the chapel for your rehearsal (2 hours) and ceremony (3 hours). An additional hourly fee will be assessed if the rehearsal or ceremony exceeds these timeframes.
5. Three months before the wedding:
   - Discuss chapel decoration plans and timeframe with Event & Space Coordination manager.
   - Confirm rehearsal and ceremony dates/times.
6. Pay the balance of $100 two weeks before the wedding.
7. If it is necessary for Alverno staff to clean up or remove decorations/items, an additional $50 per hour per person fee will be charged.

Details to Assist with Planning Your Ceremony

Chapel Assistant - As part of your fee, a Chapel Assistant is assigned and will be present for the wedding and rehearsal. The Chapel Assistant will assist you with setting up for Mass or the religious service, the sound equipment, and related tasks. Chapel Assistants are not responsible for setting up or removing decorations or wedding booklets. Please make arrangements to set up and remove these items following the service.

Music - Alverno does not provide musicians for your wedding. The front music area includes a baby grand piano and the choir loft has an organ. They are available to your musicians. Microphones and music stands are available and should be ordered ahead of time. Microphones can be placed in the front area but not in the choir loft. Music and songs played at the wedding must be appropriate for a religious service and follow other norms set forth by your denomination.

Chapel Decorating - Permission to bring in decorating materials and equipment must be obtained from the Event & Space Coordination manager. Decorations must be appropriate for a religious service and follow other norms set for by your denomination. Flowers may not be placed directly upon the main altar. Decorations on the side altars are permissible.

You may decorate the chapel prior to your wedding, provided that there is no event scheduled during that time. Please call the Event & Space Coordination manager to arrange a specific time to decorate. All decorations must be removed immediately following the ceremony.

Chapel Aisle Length - The chapel aisle is 72 feet long from the sanctuary to the first set of chapel doors or 84 feet long from the sanctuary to the lobby doors.

Candles - A limited supply of candles is available. If you need special candles, please bring them with you. Unity candles should not be placed on the main altar.

Rice & Confetti - For safety and maintenance, kindly inform your guests and bridal party that the throwing of rice, birdseed, and/or confetti is strictly prohibited on the campus premises.

Use of the Building - Please leave each room the way you found it. Tissues, gum wrappers, make-up kits, plastic bags, flower boxes, flash cubes, clips, special liturgy booklets or fliers, etc., should be taken with you when you leave. Your ceremony ushers are responsible for removing all booklets etc., including the removal of chairs and kneelers. Waste baskets are available in the lobby of the Chapel.
**Recommendations for Ushers** *(Give these recommendations to the ushers before your wedding)*

Before the Ceremony
- Arrive at least an hour before the ceremony.
- Learn the locations of the sacristy, dressing rooms and restrooms.
- If there is to be an aisle runner, attach it with tape to the floor at the sanctuary step, ready for you to pull down the center aisle.
- Seat people in the front sections of the chapel. If the wedding couple has an *Order of Worship*, give copies to the guests as you escort them to their seats.

After the Ceremony Begins
- Close the doors to the chapel after the wedding party has walked down the aisle.
- Position yourself so that you can keep an eye on the entire assembly, including the wedding party. If anyone becomes dizzy or ill, help him or her immediately out of the chapel.

Following the Ceremony
- Open the chapel doors at the end of the ceremony, before the wedding couple come down the aisle.
- Clean up the chapel, sacristy, dressing rooms, lobby and restrooms following the ceremony.

**In Case of an Emergency** - Go to the Information Desk if you need to contact someone. Staff will assist you and contact Security. You can also contact Security directly by pressing x6911 on any "house" phone.

**Tobacco Free Campus** - In order to encourage wellness and enhance a healthier environment, smoking and the use of tobacco products are prohibited on Averno's campus inside building and on campus grounds.

Questions regarding the use of the facility, fees, and scheduling should be directed to the Alverno College Event and Space Coordination Manager, 414-382-6159.

Questions regarding the wedding ceremony or becoming a member of a local parish should be directed to the Campus Minister, 414-382-6352.