

Wedding Information Sheet

Facilities

Olson Chapel with seating capacity of 600 people for wedding ceremony.

Rodine Hinkson Hall with seating capacity of 140 for wedding reception

Lew Student Center Lounge with seating capacity of 250 people for wedding reception.

Catering

Please refer to the catering guide for full information. Sodexo Food Services offers a wide variety of catering options for hors d'oeuvres receptions, buffets, and seated, served receptions. If you choose to host your reception on-campus, any food services must be handled through Sodexo. **NO OUTSIDE FOOD MAY BE BROUGHT ON CAMPUS FOR A CATERING EVENT.** The catering guide merely serves as a template as there are endless possibilities to what Sodexo offers. Table linens and dishes are included. If you would like to do any tasting of the food they offer, please contact Allison Aernie in Conference Services to coordinate an appointment.

Florist Information

Although Trinity does not offer floral arrangements, we have certain recommendations in case you need some ideas. Also, if you would like flowers involved with your reception, Sodexo would be able to provide flowers with your catering for a fee.

A/V Technology

Technology available in the chapel for any sound or lighting needs. Must hire a technician to run the sound and lights during the ceremony at \$20/hr. There is also stereo equipment and sound and lighting available in both Hinkson Hall and the Lew Student Center.

Videography

Information Technology offers a videography wedding package for \$400 for a fully edited wedding video.

Special Services

Chicago Party Rental is a great resource which offers a wide variety of services to make your wedding spectacular. They offer a wide variety of special china, table linens, and service utensils. They also rent tents, dance floors, decorations, and all types of entertainment equipment.

Contract

Once the chapel and facilities are reserved for your event, you will receive a contract from Conference Services that you will sign and return to Conference Services. You will be required to pay a 20% pre-payment for the use of the facilities as well as a \$75.00 damage deposit that will be applied to your final invoice if no extra charges or damages occur.

Once you have sent in your 20% pre-payment and \$75.00 deposit, the rooms will be reserved and the contract made final. We ask that you pay in full 30 days after your wedding. We would also appreciate if we could get your forwarding address to follow-up with you to evaluate our services. We would love to hear your feedback and hear how your event was!

If you are interested in reserving the Chapel or any other facilities for a wedding and wedding reception, please first contact Allison Aernie, Coordinator of Conference services at 847-317-6406 or e-mail her at confcenter@tiu.edu.

Thank you for your interest in using Trinity International University's Facilities for your special event!