

WEDDING PLANNING GUIDE



CONCORDIA COLLEGE
MOORHEAD, MINNESOTA



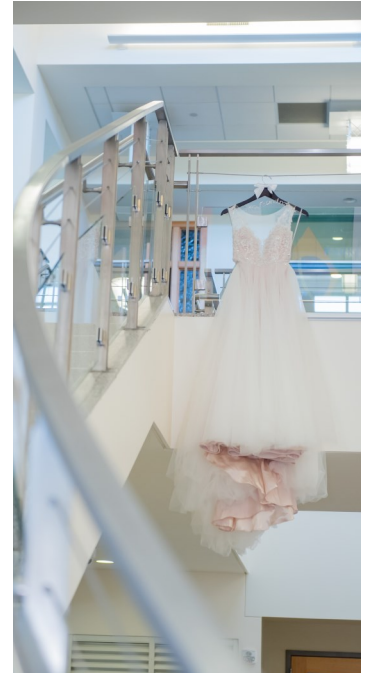
EVENT SPACE: THE CENTRUM

FOR CEREMONIES | SEATING FOR 500
FOR SEATED RECEPTIONS | SEATING FOR 375



EVENT SPACE: THE ATRIUM

FOR CEREMONIES | SEATING FOR 220
FOR HORS D'OEUVRES OR DESSERT RECEPTIONS |
ACCOMMODATIONS FOR 400



EVENT SPACE: BARRY AUDITORIUM

FOR SEATED RECEPTIONS | SEATING FOR 150
FOR HORS D'OEUVRES OR DESSERT RECEPTIONS |
ACCOMMODATIONS FOR 200



EVENT SPACE: THE BELL TOWER COURTYARD

FOR CEREMONIES | SEATING FOR 250



EVENT SPACE: JONES CONFERENCE CENTER SUITES

FOR REHEARSAL DINNERS OR RECEPTIONS |
SEATING FOR 100



HOSTING YOUR EVENT AT CONCORDIA: THE DETAILS



SERVICES

- ◆ Our Conferences & Events team offers assistance that begins with initial planning & continues throughout the day of your event.
- ◆ On-campus Digital Media Services department provides high quality technology & sound services.
- ◆ Campus Security is on duty 24 hours every day.

AMENITIES

- ◆ Central campus locations with parking nearby
- ◆ Catering by Concordia offers full-service receptions, buffets, sit-down meals, snacks, bar service & more!
- ◆ Signage to help direct guests to your event
- ◆ Piano available for indoor settings

REQUIREMENTS

- ◆ A non-refundable booking payment is required to confirm your reservation.
- ◆ A Certificate of Insurance is required. We will provide you with the necessary steps to acquire this.

PAYMENTS

- ◆ A concise cost estimate is provided that details all rental charges & special services requested.
- ◆ The wedding package price includes room rental, dressing rooms, event set up, custodial services & sound/technology charges.
- ◆ Fees for catering, special services & insurance are additional.
- ◆ No automatically added gratuities.

HOSTING YOUR EVENT AT CONCORDIA: THE DETAILS

DECORATING

- ◆ Plans must be provided in writing & approved by Conferences & Events staff.
- ◆ All furnishings & fixtures are permanent. Furniture can be rearranged with permission, but not removed.
- ◆ Delivery of all flowers & plants must be made on the day of the event.
- ◆ Guest must provide appropriate extension cords for decorating that requires electricity.
- ◆ Candles must be in a container at least two inches higher than the flame when the candle is lit.
- ◆ No aisle runners are permitted. Helium balloons, rice, birdseed, glitter, confetti, silly string & similar items are not permitted inside, outside or anywhere on college property. Soap bubbles may be used outside only.
- ◆ At the conclusion of your reservation time, all decorations & personal items must be removed.



PACKAGES & PRICING

**INDOOR CEREMONY:
\$2800**

**OUTDOOR CEREMONY:
\$3300**

**INDOOR RECEPTION:
\$2800**

**INDOOR CEREMONY &
RECEPTION:
STARTING AT \$3400***

**OUTDOOR CEREMONY &
INDOOR RECEPTION:
\$3820**

THE FINE PRINT:

- ◆ Indoor ceremony & reception package price is dependent on room & set up choices
- ◆ The costs above reflect our current charges
- ◆ Costs for 2020 will be determined in December of 2019
- ◆ If you make a reservation before November 15, 2019, we'll guarantee 2019 costs for your 2020 wedding!
- ◆ Ask about our Cobber discounts!



CONTACT US!

FOR QUESTIONS OR A TOUR:
218.299.3566 | CONFERENCES@CORD.EDU
[CONCORDIACONTINUINGSTUDIES.COM/
CONFERENCES-EVENTS/WEDDINGS-AT-CONCORDIA](http://CONCORDIACONTINUINGSTUDIES.COM/CONFERENCES-EVENTS/WEDDINGS-AT-CONCORDIA)

