



ST. CLOUD STATE UNIVERSITY

# Atwood Memorial Center

## Wedding Package

Thank you for your interest with St. Cloud State University Atwood Memorial Center for your wedding! We look forward to have your event here. Atwood Memorial Union is only open until 11pm and currently does not allow alcohol onsite. Our wedding package does **not** include decorations, DJ service or catering. All food and beverage must go through Chartwells.

### Included in AMC Wedding Package

- Ballroom for Reception
- Dressing Rooms: Columbine, Lotus and Iris
- Display Table for cake, gifts and guest book
- Staging for bridal party/head table
- Tables & Chairs
- Sound & lighting with AV Tech to help with needs
- Wireless handheld microphone for bridal party
- LCD Projector
- Screen
- Parking for all guests
- Security

**\$3,000**



Food & Beverage

chartwells  
where hungry minds gather



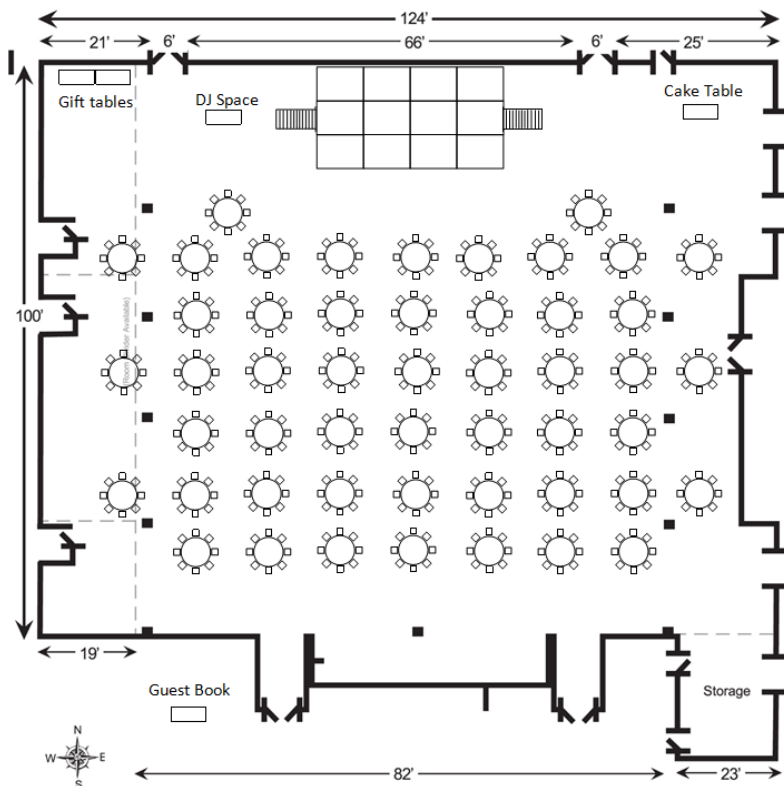
**Anna Carlson - Director of Catering**

Phone: 320-308-4295 Email: [Johanna.Carlson@compass-usa.com](mailto:Johanna.Carlson@compass-usa.com)

**For Menu Options Check out:** <https://stcloudstate.catertrax.com/>

# The Ballroom

Set for 400 people



*Celebrate your special Day with Us!*

To hold your date Atwood Memorial Center requires a \$500 down payment that will be applied to final bill. Full payment is due 1 week prior to wedding day.



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**Dana Randt - Assistant Director of Conference & Event Services**

Phone: (320) 308-2075 Email: [dana.randt@stcloudstate.edu](mailto:dana.randt@stcloudstate.edu)

Website: [www.stcloudstate.edu/conferences/wedding.aspx](http://www.stcloudstate.edu/conferences/wedding.aspx)



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# Wedding Contact Information

Wedding Date: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Estimated Amount of Guests: \_\_\_\_\_

## **Contact Information:**

Bride's First Name: \_\_\_\_\_

Bride's Last Name: \_\_\_\_\_

Bride's Email: \_\_\_\_\_

Bride's Phone Number: \_\_\_\_\_

Groom's First Name: \_\_\_\_\_

Groom's Last Name: \_\_\_\_\_

Groom's Email: \_\_\_\_\_

Groom's Phone Number: \_\_\_\_\_

## **Decorator Information:**

Decorator Name: \_\_\_\_\_

Decorator Phone Number: \_\_\_\_\_

## **DJ Information:**

DJ Name: \_\_\_\_\_

DJ Phone Number: \_\_\_\_\_