



Dear Clergy:

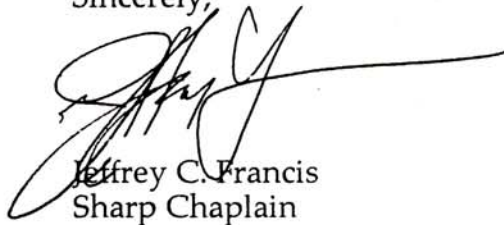
I am pleased to welcome you as a guest to the University of Tulsa as you officiate at the marriage of this couple.

Each couple who reserves Sharp Memorial Chapel for their wedding is given a copy of our policies and guidelines. We have asked them to share this information with you in order to avoid any last minute misunderstandings.

A university representative will be present at each rehearsal and wedding, and will be happy to answer any questions regarding our policies and procedures. *This person is charged with monitoring the use of the facility and is not employed as a wedding consultant, nor should this person be asked to conduct rehearsals for visiting clergy.* Please feel free to call the Chaplain's Office for information or assistance at 631-2546.

We appreciate your cooperation and hope you will enjoy conducting services in Sharp Memorial Chapel.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey C. Francis". The signature is fluid and cursive, with a long horizontal line extending to the right.

Jeffrey C. Francis  
Sharp Chaplain