

First United Methodist Church Plano
Wedding Handbook



3160 E. Spring Creek Parkway

Plano, TX 75075

972-423-4506

Fumcplano.org



3160 E. Spring Creek Parkway,
Plano, TX 75074
972-423-4506 ∞ fumcplano.org

Table of Contents

Wedding Policies and Guidelines.....	3
First United Methodist Church of Plano Officiating Minister.....	3
Wedding Coordinator.....	3
Arrangements & Scheduling.....	4
Wedding Facility.....	4
Reception Facility.....	4
Our Facilities Use Philosophy.....	4
Criteria for Use of Church Property.....	5
Guidelines for Use of Church Facility and Property.....	5
Wedding Guidelines.....	6
Wedding Contract Information.....	11
Usage & Fee Schedule General Terms.....	11
Deposits, Final Payments and Cancellation Fees.....	12
Parking Requirements & Restrictions.....	12
Important Names & Numbers.....	12
Processional.....	13
Wedding Contract.....	14
Wedding Package.....	16
Fee Schedule.....	17
Bride & Groom Information.....	18
Signature Page.....	19

WEDDING POLICIES & GUIDELINES

Last Updated October 20, 2023

Approved by First United Methodist Church Plano Board of Trustees

Mission Statement: *Connecting God and Grace to Self and Community*

First United Methodist Church Plano Officiating Minister

If you are entertaining using First United Methodist Church Plano (FUMCP, hereafter) for your Wedding Ceremony and/or Reception, only a pastor on the staff of FUMCP may officiate weddings in this church. The couple may request a specific pastor on the staff, and the officiating pastor may invite another pastor to assist. Persons desiring an additional minister to share in the wedding ceremony, must secure the approval of FUMCP's minister prior to issuing an invitation. The officiating pastor must approve the order of service, scriptures, and all bulletins prior to being printed.

The officiating minister will have preparatory consultations with the Bride and Groom. It is the Bride and Groom's responsibility to contact the minister, at least eight weeks prior to the wedding, to set a date for consultations. Couples from out of town, must submit a letter from their home pastor, confirming their counseling session(s). We have the following Clergy on staff, available to conduct your Wedding Ceremony:

- Pastor Matt Gaston, Lead Pastor – 972-423-4506 ext. 109
- Pastor Judith Reedy, Associate Pastor – 972-423-4506 ext. 123
- Dr. Gayle Landis, Associate Pastor – 972-423-4506 ext. 105

If an outside minister is requested, FUMCP Wedding Coordinator will engage an FUMCP minister to act as a liaison between your minister and FUMCP. The FUMCP minister will take part in your ceremony by welcoming guests to FUMCP and offering a short opening prayer.

Wedding Coordinator

It is the responsibility of the FUMCP Wedding Coordinator (hereafter referred to as the Wedding Coordinator) to help insure that your wedding rehearsal and ceremony run smoothly. In order to accomplish this, the Wedding Coordinator will contact you sixty (60) to ninety (90) days prior to your wedding date, to go over your wedding details.

Arrangements & Scheduling

Weddings are scheduled through FUMCP's church office. Ask for the Office Manager at 972-423-4506 ext. 103. The Office Manager will contact our Wedding Coordinator and Lead Pastor regarding your Wedding Ceremony request. Once the date selected is confirmed, a 50% deposit is due, at the time the wedding is scheduled, to reserve your wedding on FUMCP's calendar. All remaining funds and fees MUST be paid thirty (30) days prior to wedding.

Saturday weddings may be scheduled up to 7:00 p.m. (starting time). Weddings with receptions in the church facility are to be scheduled starting no later than 5:00 p.m. (starting time). Weddings may be scheduled one year in advance.

Weddings or Rehearsals may not be scheduled during the following times: *New Year's Eve/Day, Holy Week (between Palm Sunday and Easter), Easter Sunday, Memorial Day weekend, the weekends before and after Vacation Bible School or other scheduled Summer camps, Fourth of July weekend, Labor Day weekend, Thanksgiving weekend, the month of December, and any other days in which FUMCP will be closed or a National holiday creates a long weekend. No weddings or rehearsals will be scheduled on Sundays or holidays.*

Wedding Facility

Sanctuary – capacity = 900

Chapel – capacity = 175

Reception Facility

Gathering Area – capacity = 500

Our Facilities Use Philosophy

God has entrusted to FUMCP, resources, including church facilities. In keeping with our mission of helping people know the love of Jesus by providing opportunities for worship, nurture, fellowship, service and witness, the following guidelines for the use of FUMCP facilities are established as an extension of our stewardship of the resources God has placed in our care.

God has blessed FUMCP with these facilities to carry out the mission of the church. As good stewards, proper oversight must be given to ensure:

- a) Facilities exist and are maintained to effectively carry out the ministry objectives and goals of the church;
- b) Users exercise proper care and safety, including but not limited to those guidelines set forth under Ministry Safe;
- c) Facilities are protected against loss or misuse; and
- d) Proper maintenance is managed in order to extend the life of the facilities.

Criteria for Use of Church Property

Activities must fit with who we are and what we believe as FUMCP and be consistent with the Mission Statement of FUMCP and The Social Principles of the United Methodist Church;

- a) Space Availability;
- b) How use impacts other programs, ministries and other activities already scheduled;
- c) Evaluation of safety and legal issues and/or concerns; and
- d) Respect of property.

Guidelines for Use of Church Facility and Property

The facilities and equipment of FUMCP exist for the primary purpose of being used by its members, through its ministries and affiliated organizations. The priority of use shall be as follows:

- 1) Recognized Groups within the Church (“Recognized Groups”)
 - Church services (i.e., worship services, Sunday school, etc.);
 - Regularly scheduled church ministries and activities (i.e., Youth & Children’s Ministries, church committees, FUMCP sponsored Bible studies, church-sponsored missions, etc.);
 - Church sponsored activities (Trunk or Treat, Mission Together, Mission Market, etc.).
- 2) Church Members
 - Weddings and Funeral/Memorial Services;
 - Music recitals (not including private or for-profit recitals for students);
 - Other Informal Church-Sponsored requests.
- 3) Non-Church Members
 - Weddings and Funeral/Memorial Services.

The contents of this Wedding Handbook and Contract will be considered complete when:

- All information on Forms and Wedding Contract have been provided to the church’s satisfaction.
- 50% deposit has been paid at the time of booking to secure your preferred date.
- Party will certify they have read and understand the church’s Wedding Policy & Guidelines, and Wedding Contract.
- No request is valid until approved in writing by the church.

Wedding Guidelines

- **Dressing Rooms:**
 - The Bridal Suite (Parlor) and Groom's Room (room A113) are available during the ceremony and available for your use.
 - Water and other non-staining beverages and snacks are permitted in these rooms.
 - FUMCP is not responsible for any personal items left in rooms. Any items found will be placed in the Front Office for one (1) week, and then disposed of afterward.
 - The wedding party may arrive up two (2) hours prior to start of wedding.
- **Narthex:**
 - A table is available in the Narthex for your guest book, photos and programs.
 - You may also place one floral arrangement on the table.
- **Processional:**
 - A full processional list must be provided to the Wedding Coordinator one (1) week prior to your wedding date.
 - The list should include the names and order of everyone walking in the processional.
- **Ceremony:**
 - All special requests such as extra microphones, music stands, stands for altar decorations, etc. must be submitted to the Wedding Coordinator at least two (2) weeks prior to your wedding date.
- **Candles:**
 - Wax tapers are not permitted.
 - Candles may be cylinders (containing faux candles).
 - No candles or any other open flames are allowed, other than a unity candle set (provided by Bride or Groom).
 - The wedding party is responsible for providing their own unity candle (which may be a flame candle) and holder.
 - All other candles or flame sources (candelabras, lanterns, etc.) must contain battery-operated faux candles.
 - No Bride or Attendant may carry lighted candles in their flower arrangements.
- **Recessional:**
 - Throwing of rice, birdseed, real flower petals, or glitter, are not permitted on the church premises.
 - All other items used for the recessional must be pre-approved at least one (1) week prior to your wedding date.

- **Wedding Rehearsal:**
 - Wedding rehearsals will be limited to 45 minutes.
 - Rehearsal time is on the day preceding the wedding, and may be reserved for 6:00 pm – 6:45 pm or 6:45 pm – 7:30 pm.
 - **It is very important that the time indicated for the rehearsal be observed.**
- **Marriage License:**
 - The marriage license should be delivered to the Wedding Coordinator at the rehearsal.
- **Smoking and alcohol are not permitted anywhere on church property, including parking lots.**
- **Photography:**

IT IS THE RESPONSIBILITY OF THE BRIDE AND GROOM TO MAKE CERTAIN THE PHOTOGRAPHER IS AWARE OF THESE GUIDELINES:

- FUMCP recognizes the value of wedding photographs as a lasting remembrance of this special occasion. Since this is a sacred service, we expect photographers to respect, honor, and abide by the following guidelines:
 - Photographers are encouraged to take photos before and after the ceremony, provided it is within the ceremony time block. (Please secure photographs including the minister first.)
 - Photographers will have access to the church two (2) hours prior to the wedding.
 - Photography is allowed in the church and throughout the ceremony
 - Photos with flash may be taken from the back of the Chapel or Sanctuary during the processional and recessional, IF there is no interference with the pastor or wedding party
 - **Please instruct your family and friends that it is not permissible for them to take flash photography nor move to the aisles to take pictures during the service!**
 - Under no circumstances shall photographs or videos be allowed to cause interference or distractions during the service
 - No flash, motor-driven, or extra lighting may be used in the Chapel or Sanctuary during the service.
 - Time exposure photographs may be taken from the back of the Sanctuary.

- **Videography:**

IT IS THE RESPONSIBILITY OF THE BRIDE AND GROOM TO MAKE CERTAIN THE VIDEOGRAPHER IS AWARE OF THESE GUIDELINES:

- Videographers are welcome in the church; however, they may not use the church's sound system as an audio feed. Please work with the Wedding Coordinator to organize FUMCP's A/V Staff.
 - Videotapes may be made during the service if the camera operator remains at the back of the Chapel or Sanctuary.
 - Video cameras may be placed in the Choir Loft in the Sanctuary, but **MUST** be stationary and operated remotely.
 - The camera operator must provide their own tripods and electrical cords.
 - No additional lighting is permitted and cameras must be set up and ready thirty (30) minutes prior to service start.
 - Videographers will have access to the church two (2) hours prior to the wedding.
 - *Please instruct your family and friends that it is not permissible for them to carry a video camera into the pew, expecting to use it during the service!*
 - No exceptions will be made to the above regulations unless pre-approved through the Wedding Coordinator.
- **Music:** Wedding music reflects the sacred meaning of this ceremony. FUMCP's Worship Arts Director must pre-approve all ceremony music. The Worship Arts Director will reach out to the Bride or Groom approximately one (1) month prior to wedding date, to discuss and assist in finding appropriate musical selections for approval. Contact the Wedding Coordinator if you have music questions prior to one (1) month before the wedding date. The Worship Arts Director will coordinate with the FUMCP accompanist regarding your approved musical selections.
 - **Accompanist & Wedding Music** – It is the policy of FUMCP to use our accompanist for all weddings.
 - The music used for the wedding must reflect the couple's unique feelings, yet uphold the integrity of the worship service. Sacred or Secular music approved by the Worship Arts Director, will be played and sung. Director of Worship Arts will have the final approval for all music.
 - All music selections must be finalized three (3) weeks prior to your wedding.
 - The FUMCP accompanist will play a fifteen (15) – twenty (20) minute prelude during the gathering and seating of your wedding guests.
 - **Vocal Selections** – If desired, our Director of Worship Arts will arrange a vocal soloist.
 - The soloist will be trained and experienced.
 - A rehearsal must be arranged with the accompanist to coincide with the wedding rehearsal.

- The soloist must have the music approved by our Worship Arts Director and prepared before the rehearsal.
- We recommend one of the FUMCP's soloists be used.
- Outside church soloists must schedule a rehearsal with the accompanist prior to the wedding service.
- It is the soloist's responsibility to be sufficiently prepared prior to the rehearsal.
- **Instrumental Music** – A variety of instruments including harp, strings, brass, or handbells may be used to provide an elegant addition to the wedding service. Arrangements can be made with Worship Arts Director who will be happy to advise you on this matter and handle all arrangements on your behalf. The Director of Worship Arts must approve outside groups or individuals.
- **Sound** – An FUMCP sound engineer is required to ensure that all audio communications are of the highest quality.
 - If taped or recorded music will be used during the service, the Director of Worship Arts must approve all selections.
 - The church sound system is needed for all Sanctuary weddings.
 - Any operation of the sound system (any use of microphones, CD player, and tapes) will be by an approved sound engineer for the wedding.
- **Flowers:**
 - Florists may decorate two (2) hours prior to the wedding.
 - Flower arrangements may be left at the church after the wedding to be used for Sunday's morning worship services, if you wish.
 - Assembly of floral arrangements must be done prior to delivery to the church.
 - Arrangements may be picked up the following Monday morning, with advance notice through the Wedding Coordinator, but may be left at the church with no penalty.
 - Flower girls may only throw silk petals in the Chapel or Sanctuary.
 - Fresh flower petals or bubbles may only be used outside the building, as the bride and groom depart.
- **Furnishings / Décor:**
 - Decorations in the Chapel and Sanctuary are limited to floral arrangements or greenery placed near the Communion table or on the wooden pedestals.
 - No decorations are permitted on the Worship table.
 - Sanctuary furniture must be respected at all times.
 - Pew hooks, adhesives and any other materials that may damage furniture may not be used.
 - Flowers and fabric may be used if tied on the pews.
 - No tacks, pins, glue, staples, nails, tape, etc. may be used to fasten any decorations to the furniture or building.
 - Aisle runners are not permitted in the church.

- All items placed on Communion Table must be pre-approved by the Wedding Coordinator.
 - Bows with or without small greenery or flowers (no candles are permitted) may be hooded or tied to the ends of the pews in the Sanctuary or on the chairs in the Chapel.
 - Furniture may not be moved or removed without the consent and presence of the Wedding Coordinator
 - Tulle, ribbon, cord, etc. may not be used to restrict entry to the pews or chairs
 - All decorations, flowers, candles, etc. not provided by FUMCP must be removed immediately after the photographer is finished taking photos after the service.
 - FUMCP will provide white paraments to be used in the Chapel or Sanctuary for the wedding.
- **Reception:** The Gathering Area is available for receptions, following weddings held at the church.
 - An FUMCP Certified Kitchen Coordinator is required for any kitchen services needed.
 - Receptions must be scheduled at the same time the church is reserved for the wedding
 - A limited number of tables and chairs are available for your use.
 - *No alcoholic beverages may be served or permitted on the church premises.*
 - Caterers may setup up for the reception a maximum of four (4) hours before the wedding, if no church calendar conflicts occur.
 - The kitchen may be used for preparation of punch, cake, etc. No dishes, silver, coffee urns, dishwashers, ovens, stove top or other church kitchen equipment may be used. **NO COOKING OR FOOD PREPARATION OF ANY KIND IS PERMITTED.**
 - If food, other than cake or punch is served, it must be prepared away from the church kitchen. Limited refrigeration space is available only on the day of the wedding and only upon request with the Wedding Coordinator.
 - Caterers must pay a \$250 deposit to use the church kitchen. The party renting the facility and/or caterer will be help responsible and accountable for any damage to the church building, furniture, floors, carpet, or other church property pertaining to the reception.
 - If more time is required, prior arrangements must be made with the Wedding Coordinator.
 - Rental of the reception area is for a maximum of four (4) hours before the wedding.
 - All receptions must be concluded by 9:00 p.m.
 - The kitchen and reception area must be cleaned immediately following the reception.
 - Clean-up must be completed by 10:00 p.m.
 - **Storage:**
 - No items may be stored in the church prior to the ceremony.
 - All décor, music and personal items must be brought in, set up, and removed within the designated ceremony time block.

- **Personal Items:**
 - FUMCP cannot be responsible for items if lost, stolen or damaged.
 - It is imperative that money, jewelry, and other valuables not be left unattended anywhere in the church facility or on the church grounds. Instead, these items should be entrusted to a reliable member of the family or friends, or not brought to the church prior to the day of the wedding.
 - Should any special arrangements need to be made, please contact your Wedding Coordinator.

- **Notifications** – It is advised that a signed copy of the Wedding Policy and Contract be provided to all outside vendors such as musicians, florists, etc. so they are aware of all policies contained herein.

Please consult with the Wedding Coordinator, if you have questions.

Wedding Contract Information

Once a party has submitted a Wedding Inquiry Form and thereafter been notified they have been approved to use such space on the requested wedding date, the party will be required to submit in writing a completed and executed Wedding Contract within thirty (30) days after being notified. A Wedding Contract is for that particular wedding date unless stipulated and agreed to otherwise by the church. Once the date selected is confirmed, a 50% deposit is due, at the time the wedding is scheduled, to reserve your wedding on FUMCP's calendar. All remaining funds and fees **MUST** be paid thirty (30) days prior to wedding.

Usage & Fee Schedule General Terms

The fees shown below are subject to change from time to time without notice. Fees cover the use of such space for a consecutive period of time not to exceed six (6) hours in length (assuming two (2) hours rehearsal and four (4) hours on wedding date). If additional time is needed, there will be additional charges incurred. A Wedding Coordinator and/or Wedding Assistant will be present to assist and coordinate the needs of the party and the cost of such service is included in the fees shown below.

Fee Schedule Effective for usage January 1, 2023 or later

Sanctuary (including Narthex, Bridal Suite, Groom's Room and The Gathering Area):

- FUMCP Member Package A - \$1,650 (includes six (6) hours of facility use for rehearsal and wedding ceremony)
- Non-Member Package A - \$2,400 (includes six (6) hours of facility use for rehearsal and wedding ceremony)



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Deposits, Final Payments and Cancellation Fees

A deposit of 50% shall accompany the signed Wedding Contract at the time of booking to secure your preferred date. The deposit shall be returned to party making the request if it is decided that space is not available or party is denied use of space. Groups shall be responsible for the full cost for any and all damages caused by them beyond the amount of the deposit.

Payment of all fees (less deposit) will be due in full at least thirty (30) days prior to wedding date.

Parking Requirements & Restrictions

It will be necessary to provide a projected number of persons participating in and attending the event at the time the Wedding Contract is executed.

Important Names & Numbers

First United Methodist Church of Plano: 972-423-4506

Pastor: _____

Worship Arts Director: 972-423-4506 ext. 121

Accompanist: _____

Florist: _____

Photographer: _____

Videographer: _____



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Processional

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Wedding Contract

This Contract is entered into by and between First United Methodist Church Plano, and the undersigned, referred to herein as the “Wedding Party.”

As used herein, the term “Facility” shall mean that room or portion of the Property which will be used by the Wedding Party. A description of the areas and times of usage covered by this Contract are included in the Fee Schedule. This Contract is a license to use the Facility only on the terms, provisions and conditions set out herein, and for the stated time period.

WHEREAS, the Church is the owner of the land, and the improvements thereon (herein called the “Property”) located at 3160 E. Spring Creek Parkway, Plano, Texas, and

WHEREAS, undersigned Wedding Party desires to use the Facilities on the terms and conditions set forth herein,

THEREFORE, in consideration of the license to the Wedding Party to use the Facilities, and for the mutual promises contained herein and other good and valuable consideration, the parties hereto agree as follows:

1. The Church shall make available to Wedding Party the Facility, which is the designated areas indicated on Fee Schedule hereto, at the date and times so indicated, and subject to the terms and provisions of this Contract.
2. _____ is the Wedding Party’s “Contact Person.” The Contact Person represents and warrants that he (or she) has the authority to sign this Contract on behalf of the Wedding Party, and when signed is binding on the Wedding Party.
3. Wedding Party agrees to indemnify, release and hold harmless the Church, its administrators, employees, agents and members of the Church from all losses, costs, demands, claims, damages or expenses resulting from injury (including death) to persons or damage to property arising out of Wedding Party’s use or presence in the herein described Facility, or any area of the Property of which the Facility is a part, including attorneys’ fees, court costs and other expenses which may be incurred by the Church.
4. Wedding Party has read this Wedding Contract and agrees to make all members of its group who enter upon the property aware of the terms of this Contract and the Wedding Policy attached hereto, and shall require all such participants to comply therewith.
5. The Wedding Party acknowledges that it has inspected the Facility, and it is satisfactory for the uses and purposes of Wedding Party.
6. It will be necessary to provide a projected number of persons participating in and attending the Wedding and/or Reception at the time the Wedding Contract is executed.
7. This license is non-assignable.
8. Communicable Illness Disclosure – There exist numerous communicable illnesses (ex: novel coronavirus, influenza, hepatitis, measles, meningitis, MRSA, mumps, pertussis, pneumonia,

rubella, SARS, shingles, smallpox, tuberculosis, etc.) which are extremely contagious and spread easily through person-to-person contact. Many of these can lead to severe illness, personal injury, permanent disability, and death. FUMCP follows recommendations and guidelines provided by the Texas Department of State Health Services (DSHS) and the North Texas Conference of the United Methodist Church to keep our facility safe and clean. The Church in no way warrants that infection will not occur through use of the facility and will not be held liable hereto.

9. The provisions contained herein represent the only agreement and understanding of the parties hereto, and this Contract may not be altered, changed or amended except by instrument in writing signed by both parties hereto.
10. Time is of the essence with respect to the obligations of the parties hereunder.
11. Notwithstanding anything herein to the contrary, the Church shall in no event be liable to the Wedding Party, any of its members, agents, contractors or any other person for any indirect or consequential damages and no personal liability of any kind or character whatsoever, now attaches or at any time hereafter, shall attach to the Church or to any of its officers, administrators, members, congregants or employees for payment of any amounts due hereunder or performance of any obligations hereunder.
12. **THE WEDDING PARTY SPECIFICALLY ACKNOWLEDGES THAT THE CHURCH HAS NO DUTY TO PROVIDE SECURITY FOR ANY PORTION OF THE PROPERTY, AND LICENSEE HEREBY EXPRESSLY AGREES TO ASSUME SOLE RESPONSIBILITY AND LIABILITY FOR THE SECURITY OF ITSELF, ITS MEMBERS, EMPLOYEES, OFFICERS AND INVITEES, AND THEIR RESPECTIVE PROPERTY, IN, ON OR ABOUT THE PROPERTY INCLUDING, WITHOUT LIMITATION, THE FACILITY AND THE COMMON AREAS OF THE PROPERTY. THE WEDDING PARTY EXPRESSLY HEREBY INDEMNIFIES AND HOLDS THE CHURCH HARMLESS FROM ANY CLAIM, INJURY, LOSS OR DAMAGE RESULTING FROM THE ACTS OF OTHER PARTIES (OTHER THAN THOSE WHO ARE MEMBERS OF OR REPRESENTING THE WEDDING PARTY) OCCURRING AT THE PROPERTY, INCLUDING REASONABLE ATTORNEY'S FEES AND ALL COSTS OF COURT.**
13. The Wedding Party agrees to reimburse the church for any damage to the facilities or its equipment. If damaged equipment must be replaced, the church will make the actual purchase.
14. **The official position of the United Methodist Church is that every church is a weapon-free zone, under Resolution #5011, 2008 Book of Resolutions. In reference to Texas law effective January 1, 2016 allowing Texans to openly carry handguns in their belt or shoulder holsters, the following notice will be posted on church property: “Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun,) a person licensed under Subchapter H, Chapter 411, Government Code (Handgun Licensing Law), may not enter this property with a handgun that is carried openly.” This notice will comply with Texas law with block letters at least 1 inch high and be printed in English and Spanish.**
15. No alcohol, controlled substances or illegal substances will be allowed on Church premises before, during or after an event, including wedding, funerals and/or memorial services.
16. The church is a non-smoking facility. ***This includes parking lots.***

17. The Wedding Policy does not include use of any child care areas. Child care is only available for First United Methodist Church Plano functions and is not provided or permitted for outside groups. The use of any child care areas for outside groups, including weddings and funerals, is not permitted.
18. The church retains the right to cancel any activity or agreement, and to deny access of the facility to any person or any group.

Wedding Package

Includes six (6) hours of facility use for rehearsal and wedding ceremony (2 hours rehearsal, 4 hours ceremony), use of Bridal Suite (Parlor), Groom's Room (A113), Sanctuary, Narthex, The Gathering Area, adjacent parking. Extra hours will be billed at \$275.00 per hour for member of the church and \$300 per hour for a non-member. A non-refundable deposit of 50% shall accompany this signed Wedding Contract at least sixty (60) days in advance of the wedding date. Balance due at least thirty (30) days in advance of the wedding date. Drop off or mail signed Wedding Contract and deposit to First UMC Plano, Attn: Wedding Coordinator, 3160 E. Spring Creek Parkway, Plano, TX 75074. Make checks payable to First UMC Plano.



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Fee Schedule

Please fill out all that apply (* below is required):

Fee	Member	Non-Member
Wedding Package	\$1,650.00	\$2,400.00
Extra Hours Member \$275.00/hr. Non-Member \$300.00/hr.		
*Minister @ \$200.00 per minister, minimum 1 required		
*Wedding Coordinator (team of 2 @ \$150.00)	\$150.00	\$150.00
*Worship Arts Director	\$150.00	\$150.00
*Accompanist	\$150.00	\$150.00
Soloist – \$150.00/hr. per person		
*Sound Engineer	\$150.00	\$150.00
Video Engineer	\$150.00	\$150.00
*Custodial Services – \$45.00/hr. per person		
Reception Coordinator (required if having a reception)	\$150.00	\$150.00
Kitchen (required if having a reception) Member \$120.00/hr. Non-Member \$150.00/hr.		
Additional Kitchen Time, if required 7:00 p.m. or later)	\$100.00	\$100.00
*Gathering Area Member \$150.00/hr. Non-Member \$250.00/hr.		
Grand Hall Member \$150.00/hr. Non-Member \$200.00/hr.		
Certified Kitchen Coordinator @ \$20.00/hr. per person		
Total Payment Due:		
50% Deposit Due to Book Wedding Date on _____ _____		
50% Remainder Due Date on _____ _____		



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Bride & Groom Information

Rehearsal Date/Time: _____

Wedding Date/Time: _____

Counseling Dates/Times: _____

Bride: _____

Address: _____

Mobile Phone: _____

E-mail: _____

Groom: _____

Address: _____

Mobile Phone: _____

E-mail: _____

Requested FUMCP Pastor: _____



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IN WITNESS WHEREOF, the undersigned party has executed the Agreement as of the day and year written below.

WEDDING PARTY: _____ (Bride) & _____ (Groom)

By: _____ Dated: _____, 20____
Wedding Coordinator

Printed Name: _____ (contact person)

Bride Phone _____ Bride Email: _____

Groom Phone _____ Groom Email: _____

FIRST UNITED METHODIST CHURCH PLANO:

By: _____ Title _____

Dated: _____, 20____

Keep a copy of this Wedding Policy and Contract for your own records. The original Contract, and not a copy, must be returned to the church office within thirty (30) days from date signed.