

GRACE AVENUE UNITED METHODIST CHURCH WEDDING GUIDE AND POLICIES



3521 MAIN STREET
FRISCO, TEXAS 75034

Congratulations on your upcoming marriage! We are honored that you have chosen Grace Avenue United Methodist church to share in one of the most sacred and beautiful of all the services of the church, your wedding.

A wedding in a Christian setting is a special event in that it is a service of worship. This service is to be distinguished from weddings in other settings as it indicates the interest of the couple to seek Divine participation in the establishment of their human relationship. The staff of Grace Avenue wishes you much happiness in your life together and sincerely hopes that your wedding in our church will be a sacred and beautiful worship event.

Please use this brochure to familiarize yourself with the procedures of Grace Avenue United Methodist Church. You may also access this information online at www.graceavenue.org. It is the responsibility of the bride, groom or the person making arrangements for the wedding, to see that all vendors, family members and members of the wedding party are informed of Grace Avenue's policies and procedures. If you have any further questions or concerns, please contact our Wedding Administrator through the church office at 972-335-2882.

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Wedding Administrator and Wedding Coordinator

The church provides a Wedding Administrator and a Wedding Coordinator. The Wedding Administrator will schedule the date, contact church staff, and review with you these policies, as well as explain and collect any associated fees. The Wedding Administrator will assign a Wedding Coordinator to assist you with your wedding plans, to aid the minister in conducting the rehearsal, and to coordinate all that happens during the wedding. If you are working with a private wedding planner, that person must work under the leadership of Grace Avenue's Wedding Coordinator.

The Wedding Administrator is the source of information regarding wedding procedures at Grace Avenue United Methodist Church and can answer many questions. The Wedding Coordinator is here to help make the wedding as special and individualized as possible and will guide the bride and groom regarding church policy. The Wedding Coordinator will contact you no later than sixty (60) days before your scheduled wedding date to go over your wedding details.

Scheduling of Weddings

The scheduling of a wedding is arranged by calling the church office and speaking with the Wedding Administrator. No wedding ceremony will be placed on the church calendar without the couple first contacting the Wedding Administrator.

Grace Avenue's Sanctuary and Worship Center are available to both Members and Non-members of the church. Members and their immediate family may reserve Grace Avenue United Methodist Church facilities as far in advance of the ceremony as they wish. A Non-member's ceremony date cannot be confirmed until nine (9) months before the wedding date. Once the date has been selected by the couple and confirmed by the Wedding Administrator, a Security Deposit is due and the wedding contract must be signed to secure the date on the church calendar.

All weddings are scheduled on Saturdays and times available are as follows :

Sanctuary	Worship Center
Seating Capacity : 450	Seating Capacity : 350
11:00 a.m.	11:00 a.m.
2:00 p.m.	2:00 p.m.
4:30 p.m.	
7:00 p.m.	

Other days may be scheduled if facilities and staff are available.

Weddings and/or rehearsals may not be scheduled to take place on the following days :

- Sundays
- December 24th, 25th or 26th
- New Year's Eve
- New Year's Day
- Holy Week (Palm Sunday through Easter Monday)
- Independence Day
- Holiday Bazaar weekend
- Thanksgiving

Please note that during the month of October, Grace Avenue United Methodist Church conducts a pumpkin patch that occupies a large portion of the area in front of the Sanctuary. This event draws significant crowds and traffic to the church on Saturdays. Please keep this in mind if you have selected a wedding date in October and are considering Grace Avenue as your wedding venue.

On-Site Reception Facility (for more information, please refer to page 6)

Tom Graves Hall seating capacity 120

Ministers

Officiating Minister: A Grace Avenue Minister will be conducting your wedding ceremony. They can explain the elements of your wedding and are available to answer any of your questions about the worship service. You may request a specific Grace Avenue minister to officiate at the time the wedding is booked; however, a Grace Avenue minister not specifically requested by the couple may be assigned because of scheduling or other conflicts.

The Wedding Administrator will contact you once the Grace Avenue Minister is scheduled and provide you with his/her contact information. You will meet with your minister several times to discuss arrangements for your wedding and for required premarital counseling. It is the responsibility of the couple to contact the minister to schedule these appointments at least four months before the ceremony.

Guest Ministers: If you wish to have an outside minister conduct your wedding service, your assigned minister must extend the invitation. This request should be made to the Wedding Administrator when the wedding is booked. It is at the discretion of the Grace Avenue minister whether to accept this request.

Premarital Counseling

Preparing a couple for marriage is even more important than preparing them for the wedding. Your wedding is one day, but your marriage is for life. The church cannot emphasize enough how important it is that a couple enter the marriage with an awareness of the dynamics of a marriage relationship. Couples today face more difficulties than ever before and the church wants to ensure that you have as many tools as necessary to build a strong and lasting marriage. **All couples that are to be married at Grace Avenue United Methodist Church must receive premarital counseling** by the minister who is performing the service or by someone who is approved for counseling by your assigned Grace Avenue Minister.

Music

Music Minister

The Music Minister of Grace Avenue is here to assist you as you plan your wedding ceremony. Please keep in mind that a wedding ceremony in the church is always a Christian worship service and only music suitable for Christian worship may be used. Since the focus of worship is on God, the texts should either be songs in praise of God or prayers for God's presence, blessing, and guidance in the uniting of the couple and in the founding of a Christian home. The bride and/or groom must contact and meet with the Music Minister to select and arrange the music at least thirty (30) days prior to the wedding. All decisions regarding the appropriateness of music choices are the responsibility of the Music Minister.

Before your wedding programs are finalized and printed, please allow the Music Minister to review a draft version so he/she may proofread it. Wedding programs should NOT be printed until all music choices, including pre-recorded music, have been reviewed and approved by the Music Minister.

Pianist: It is the policy of Grace Avenue United Methodist Church to use our appointed pianist for all weddings. All music will be accompanied by the Grace Avenue Pianist and approved instrumentalists. No recorded music will be allowed during the ceremony. The Pianist will begin playing the Prelude, no more than thirty (30) minutes before the ceremony begins. The Pianist will attend the wedding ceremony only. If you wish to have the Pianist play during the rehearsal, an additional fee of \$75 will be required.

Instrumental Music: A variety of instruments including the harp, strings, brass or hand bells may be used to provide an elegant addition to the wedding service. Arrangements can be made with our Music Minister who will advise you on this matter and handle arrangements on your behalf. The Music Minister must approve any outside instrumentalist playing at the ceremony. There will be a charge for extra rehearsals for vocalists and/or instrumentalists; these are not a part of the standard wedding fees collected by Grace Avenue. The bride and/or groom are responsible for these fees with payment being made directly to the individual.

Vocalist: If desired, the Music Minister can also arrange for a vocal soloist for your wedding. We recommend that one of Grace Avenue's soloists be used; however, outside vocalists are permitted. The Music Minister must be notified and approve any outside vocalists singing at the ceremony, and the vocalist must provide sheet music for the Pianist at least two (2) weeks prior to the wedding. Photocopied music is prohibited, so please plan ahead, as it may take several weeks to receive music that has to be ordered. Outside vocalists must schedule a time to rehearse with the Pianist. It is the soloist's responsibility to be sufficiently prepared prior to the rehearsal. Vocalist and instrumentalist rehearsals scheduled on the day of the wedding, must be completed no later than thirty (30) minutes prior to the wedding time.

Sound: The officiating minister will be amplified using a microphone. A Sound Technician, provided by Grace Avenue, will be present one (1) hour before the wedding to conduct a sound check for vocalists and/or scripture readers and will remain throughout the ceremony.

Photography/Videography

Photographs and videos are a wonderful way to commemorate your special day; however, we do ask that the taking of pictures and/or video not distract from the wedding service. No flash photography or videography lighting equipment may be used while the ceremony is in progress and may be used only in specified areas. Preceding the ceremony, a flash photography session of the wedding party may be conducted inside the Sanctuary and/or Worship Center. Following the wedding ceremony, the wedding party may return for a photography session, at which time flash photography and other lighting equipment may be used. Flash photography may also be taken as the recessional is in progress from the worship space doors. The Wedding Coordinator can assist with specific details.

The Photographer and/or Videographer may arrive one and a half (1¹/₂) hours before the wedding start time.

Please advise friends and relatives not to take flash photographs during the ceremony. Ushers should remind wedding guests whom they observe with cameras, that no flash photography will be allowed during the ceremony.

It is the responsibility of the person making arrangements for the wedding that the Photographer is aware of these policies. (Refer to page 18)

Rehearsals

The wedding rehearsal is an integral part of the preparation of a wedding and should proceed reverently. The purpose of the rehearsal is to familiarize the wedding party with the procedure for the wedding, to enable them to be as comfortable as possible with the arrangements, and to enhance the beauty of the ceremony.

Rehearsals are typically scheduled for the day preceding the wedding and last about forty-five (45) minutes. The Wedding Coordinator will be in charge of the rehearsal and will let you know when to arrive. It is imperative that the wedding rehearsal begin promptly at the scheduled time. Please encourage your wedding party to arrive a few minutes early and allow appropriate time for introductions, as necessary. Rehearsal time does not include time for the vocalist to rehearse. The vocalist must schedule other rehearsal times with the pianist.

On-Site Receptions

Receptions at Grace Avenue United Methodist Church are available. All receptions are to be held in Tom Graves Hall which has a total seating of one hundred and twenty (120) guests and shall be no longer than two (2) hours. With the allowance of one reception per Saturday, the reception will be offered on a first-come, first-served basis and must be scheduled with the Wedding Administrator at the time of booking your wedding. Grace Avenue Custodial Services will set up and take down for an on-site reception. Grace Avenue will provide tables and chairs, but all other items must be brought in by the caterer or other third party. Tom Graves Hall does not have a commercial kitchen and there is no area available to store food prior to set up of the reception. There shall be no red drinks of any kind and no alcoholic beverages served or on-site. For an additional fee, a Sound/Media Technician may be made available to assist during the reception. Only Grace Avenue's appointed Sound/Media Technician will be allowed to use GAUMC equipment/technology.

Flowers and Other Decorations

Decorations used for the wedding should enhance the chancel, not obscure it. Decorations may not displace the Christian symbols on the altar or hide from clear view the worship symbols within the chancel, such as the altar table, the pulpit, and the cross. Decorations should not hide the beauty of the chancel area, destroy the appeal of the church setting, de-emphasize the symbols of the church, or detract from the simple dignity and elegance that should characterize the wedding service.

Florists may decorate no earlier than one and a half (1½) hours prior to the wedding.

Please discuss all deliveries of flowers and other decorations with your assigned Wedding Coordinator.

Nothing is allowed to be placed on or removed from the altar. The altar table may be moved by Grace Avenue staff ONLY and will incur a reset fee of \$175.00.

Furniture may not be moved or removed without the presence and consent of the Wedding Coordinator.

An aisle cloth may not be used.

No floral arrangements and/or decorations may be placed on or hanging from the piano or communion rail.

Decorations may not be attached to the pews, carpeting, or other furniture by pinning, gluing, nailing, tacking, or taping.

Pew bows, bouquets and ribbons will be permitted with the use of padded pew hooks; however, tulle, ribbon, cord, etc., may not be used to restrict entry into the pews.

Only dripless candles are allowed in both the Sanctuary and Worship Center.

The florist or designated other will be held responsible for each and every case of damage as a result of decorations to furniture and/or facilities.

Flower girls may only throw silk petals.

A kneeling rail is available upon request.

A unity candle stand is available upon request at no additional charge. The Wedding Party is responsible for providing their own unity candle.

For seasonal weddings (around Christmas and Easter), it is not permissible to remove church decorations or flowers.

All decorations must be removed immediately following the wedding. Flower arrangements may be donated to the church by notifying the Wedding Coordinator. Donated arrangements will be placed where the church deems appropriate for display for Sunday worship.

The Florist and/or Wedding Party is responsible for all set up and cleanup of decorations, other than candelabras and/or the unity candle.

Other Details and Policies

Grace Avenue United Methodist Church will open for your wedding one and a half (1½) hours prior to the scheduled wedding start time. The Wedding Party, Florist, Photographer, and Videographer may arrive at this time. Each wedding is allotted a contract time of two and a half (2½) hours. This allows one and a half (1½) hours before the service and one hour from the wedding start time until pictures afterward are completed.

- **Dressing Rooms:** A Bridal Suite is available for the bride and her attendants. A classroom will be available for the groom and his attendants. The Bridal Suite will be available to the bridal party 1½ hours prior to the scheduled wedding start time.
- **Recessional:** Birdseed, confetti and/or rice may not be thrown and sparklers may not be used. Acceptable alternatives such as bubbles or flower petals may only be used outside the facilities.
- **Video Recording:** A person of your choice may take video recordings. We ask that the cameras be set in non-intrusive areas.
- **Food and/or drinks:** Food and drinks are not permitted in either worship space. No red drinks of any kind are allowed on the premises of Grace Avenue.
- **Alcohol, drugs and tobacco:** **Alcoholic beverages, drugs and any kind of tobacco use are forbidden anywhere on the premises of Grace Avenue United Methodist Church.** No one under the influence of alcohol or drugs will be allowed to participate in the rehearsal or the wedding ceremony.
- **Pets :** Only pets which are in the service of the disabled are permitted inside the facilities.
- **Responsibility of Safekeeping of Personal Items:** Every possible effort will be made to protect personal items such as wedding dresses, purses, silver to be used for receptions, etc. **However, Grace Avenue United Methodist Church cannot be responsible for such items if lost, stolen, or damaged.** It is imperative that money, jewelry, and/or other valuables not be left unattended in the bride's or groom's room, but entrusted to a reliable person of the family's choice, or preferably, not be brought onto the site at all.
- **Deliveries:** The Wedding Coordinator and church staff are not permitted to sign for or attend to dresses or any other deliveries including flowers or food. Members of the Wedding Party are asked to bring dresses and tuxes when they arrive to prepare for the wedding and not before.

It is the responsibility of the persons making arrangements for the wedding, to see that all members of the Wedding Party are informed concerning these matters.

Sample Wedding Ritual

The following ritual is the United Methodist Book of Worship Wedding Service which is used for all weddings at Grace Avenue United Methodist Church :

*

Processional

Greeting

Declaration of Intention

Presentation of the Bride

*

Scripture Reading

Witness to Christian Marriage

*

Exchanging of Vows

Giving and Receiving of Rings

Declaration of Marriage

**

Prayers

*

Benediction

Recessional

*Optional Music Selections

**Optional Sacred Music Selections and/or Unity Candle

If the sacrament of Holy Communion is observed, it must be offered to the entire congregation.

All programs must be approved by both the Officiating Minister and the Music Minister.

Established Fees for Weddings

Weddings are a ministry of Grace Avenue United Methodist Church. Fees charged for a wedding cover the church's basic expenses. Cost should not preclude an active church family from being married at Grace Avenue. Please contact the Wedding Administrator for additional information.

Fees are established by member/non-member status.

Member status: Any person who has been a member of Grace Avenue UMC for six (6) months or more at the time of scheduling their wedding. Wedding fees for Members are to be paid in full no later than thirty (30) days before the scheduled wedding date.

Non-member status: Any person who has been a member of Grace Avenue UMC for less than six (6) months at the time of scheduling their wedding. Wedding fees for Non-Members are to be paid in full no later than ninety (90) days before the scheduled wedding date.

A Security Deposit is due at the time the wedding contract is signed. The amount will be deposited into the church account and will be refunded within thirty (30) days following the scheduled event UNLESS one or more of the conditions below occur :

- Member(s) of the Wedding Party bring or consume alcohol and/or illegal drugs on the campus of Grace Avenue UMC on the rehearsal day and/or wedding day. Any evidence of this will result in forfeiture of the full security deposit.
- Damage is caused to the property of Grace Avenue UMC by the Wedding Party and/or guests on the rehearsal day and/or wedding day.
- The Photographer and/or Videographer does not follow policies as printed in the Grace Avenue United Methodist Church Wedding Guide and Policies packet and contract.
- Cancellation of the event. The Wedding Administrator must receive written notification, with no less than ninety (90) days from the scheduled wedding date, to receive a full refund of the Security Deposit. If this is not done, the entire Security Deposit will be forfeited.

It is the responsibility of the bride and the groom to explain the policies to their families, Wedding Party, photographers and videographers or any other vendor, and explain the ramifications of non-compliance with the written policies.

All fees are to be paid in full by the due date (see member status above) or the selected calendar date will be opened for other weddings and another date will have to be chosen.

	MEMBER FEES	NON-MEMBER FEES
Security Deposit (due upon scheduling)	\$300.00	\$500.00
Facilities & Fees (this includes Wedding Coordinator, Sound Technician, custodial and honorarium for Officiating Minister)	\$850.00	\$1900.00
*Reception	\$500.00	\$500.00
*Pianist	\$250.00	\$250.00
*Instrumentalist	\$150.00	\$150.00
*Vocalist	\$150.00	\$150.00
*Sound/Media Technician for Reception	\$100.00 per hour per technician **	\$100.00 per hour per technician **

* Denotes optional services

** GAUMC will determine the quantity of technicians needed based on the scope of work **

Couple's Checklist (page 1 of 2)

Getting Started

- Familiarize yourself with the Grace Avenue United Methodist Church Wedding Guide and Policies.
- Contact the Wedding Administrator at 972-335-2882 to check on available wedding dates and to tour the facility, if desired.
- Meet with the Wedding Administrator to sign the contract and make your Security Deposit. Remember that a date will not be held on the calendar until the wedding contract and Security Deposit are received by the Wedding Administrator.
- The Wedding Administrator will schedule the wedding date and time as well as the rehearsal time and date with you.

Assignment of Minister and Wedding Coordinator

- The Wedding Administrator will send you the name and contact information for the Minister officiating your wedding ceremony and the Wedding Coordinator assigned to you.
- Contact the Minister to set up a time to meet for pre-marital counseling sessions.
- You will receive an email from the Wedding Coordinator introducing herself and she will be available to assist with any questions you may have.

90 Days Prior to Wedding

- Non-Members : Payment of all wedding fees is due in full to the Wedding Administrator by this time. You will receive an email reminder and final payment total from the Wedding Administrator one week prior to this ninety (90) day due date.
- Make sure you have begun premarital counseling sessions with your Minister. If not, schedule them at this time.
- Schedule a time to meet with the Music Minister to go over your ceremony music selections.

30 Days Prior to the Wedding

- Members : Payment of all wedding fees is due in full to the Wedding Administrator by this time. You will receive an email reminder and final payment total from the Wedding Administrator one week prior to the thirty (30) day due date.
- Complete and turn in the Wedding Coordinator Worksheets and Order of Service Worksheets (pages 13-16)
- Meet with your Minister and Wedding Coordinator to go over your desired order of service.
- If you haven't already, meet with the Music Minister to finalize music selections.
- Make sure to send a draft version of your wedding program to the Music Minister so he/she may proofread and approve it prior to final printing.
- Give Vendors their applicable Vendor Page. It is your responsibility to ensure they are familiar with Grace Avenue United Methodist Church's Wedding Policies.
- Decide what you will do with any flower arrangements after the wedding. If you will be using them for your reception, be sure to assign someone to take them to your venue. If you wish to donate flowers to the church for use on Sunday, please call the church office so that we can place an announcement in the bulletin recognizing your wedding celebration.

Couple's Checklist (page 2 of 2)

Rehearsal Day

- Please bring four (4) copies of your final wedding program to present to the Wedding Coordinator and Ministers.
- Remind all members of the Wedding Party of the rehearsal start time and encourage them to arrive **on time**.
- Assign someone in your Wedding Party or family the following duties for the day of the wedding :
 - Someone to pick up the guest book, unity candle and floral arrangements
 - Someone to bring any gifts to the reception
 - Someone to take care of clothes and personal items of the bride after the ceremony
 - Someone to check for and remove any personal items from the church and dressing rooms

Wedding Coordinator Worksheet

Please complete and return to your Wedding Coordinator 30 days prior to scheduled wedding date.

Bride Name: _____

Groom Name: _____

Wedding Rehearsal: Date: _____ Time: _____

Wedding Ceremony: Date: _____ Time: _____

Number of Guests Expected to Attend Wedding: _____

Officiating Minister: _____

Wedding Day

Time Wedding Party is expected to arrive at church : _____

Guest Book location : _____ Guest Book Attendant : _____

Will there be a Gift Table? _____

Who will take gifts & Guest Book to the reception? _____

Florist : _____ Time of florist arrival : _____

Who will distribute flowers to Bridal Party and family? _____

What is to be done with flowers after Ceremony? _____

Photographer: _____ Time of photographer arrival: _____

Videographer: _____ Time of videographer arrival: _____

Who will be with the Bride in Brides Room prior to the ceremony? _____

Who will keep the rings prior to the Ceremony? _____

Are there any special relationships or conditions that require extra attention for seating?
(step-parents, friends, relatives, persons with handicaps or requiring assistance)?

Who will remove any personal items used? (Unity Candle, etc) : _____

Order of Service Worksheets (total of 3 pages)

Please complete and return these forms to your Wedding Coordinator 30 days prior to wedding date

Names of Bride and Groom : _____

Wedding Date/Time: _____

Guest Book Attendant: _____
(Plan to arrive 30 minutes prior to start of ceremony)

Music Start Time: _____
(Prelude starts no earlier than 30 minutes prior to ceremony)

Prelude Music

Seating of Family and Friends
(Starts 20 minutes prior to ceremony)

Ushers Names: _____

Seating of Grandparents and Parents
(5 minutes prior to or at start time of ceremony)

Grandparents of Groom Seated

Grandparents: _____ Usher: _____

Grandparents: _____ Usher: _____

Grandparents of Bride Seated

Grandparents: _____ Usher: _____

Grandparents: _____ Usher: _____

Start of Ceremony

Grooms Parents Seated

Parents: _____ Usher: _____

Parents: _____ Usher: _____

Will parents light the Unity Candle? Y() N()

Brides Parents Seated

Parents: _____ Usher: _____

Parents: _____ Usher: _____

Will parents light the Unity Candle? Y() N()

Processional for Groomsmen

Minister and Groom Entrance Location: _____

Groomsmen Names and Entrance Locations:

Best Man: _____

Groomsman: _____

Groomsman: _____

Groomsman: _____

Groomsman: _____

Processional for Bridal Party

Bridal Party Names and Entrance Locations:

Maid of Honor: _____

Bridesmaid: _____

Bridesmaid: _____

Bridesmaid: _____

Bridesmaid: _____

Ring Bearer: _____

Flower Girl: _____

Processional of the Bride

Bride's Escort Name/Relationship: _____

Ceremony

Greeting

Declaration of Intention

Presentation of the Bride

* Optional Music Selection : _____

Scripture Reading

Witness to Christian Marriage

* Optional Music Selection : _____

Exchanging of Vows

Giving and Receiving of Rings

Declaration of Marriage

*Optional Lighting of Unity Candle/Sand Ceremony: Y() N()

Prayers

* Optional Music Selection : _____

Benediction

Recessional

Recess Bride and Groom

Recess Bridal Party

Recess Mother and Father of Bride with Usher

Recess Mother and Father of Groom with Usher

Invitation to Reception by Minister? Y() N()

Reception Location Information: _____

VENDOR PAGES

The following pages are intended for the couple to distribute to vendors. It is the responsibility of the bride and groom to make certain that vendors are aware of Grace Avenue United Methodist Church's Wedding Policies.

VENDOR PAGE - PHOTOGRAPHER

This letter is to affirm the use of your services for the wedding of

(names of bride & groom)

on

(date of wedding)

at

(time of wedding)

and to familiarize you with the Grace Avenue United Methodist Church Wedding Policies.

Grace Avenue recognizes the value of wedding photographs as a lasting remembrance of this most special occasion and we trust that you will work with us to ensure a beautiful ceremony.

Please review the following policies for your information:

1. Photographers will have access to the building one and a half (1½) hours prior to the wedding.
2. Please check in with your assigned Grace Avenue Wedding Coordinator when you arrive at the church.
3. You are encouraged to take photographs in this facility prior to the wedding ceremony.
4. Photographs may be taken during the processional and recessional.
5. During the wedding service, time exposure photographs may be taken from the back. Please remain stationary during the ceremony.
6. A receiving line is discouraged at the church because it delays pictures following the ceremony.
7. The party may return to the Sanctuary / Worship Center after the ceremony for 20 minutes of photos.
8. Facility and furniture must be respected at all times.
9. The Wedding Coordinator is available to answer your questions and desires your cooperation in making this a beautiful event.

If you have any questions, please contact the Wedding Administrator at 972-335-2882.

Grace Avenue United Methodist Church
3521 Main Street
Frisco, Texas 75034
weddings@graceavenue.org

VENDOR PAGE - FLORIST

This letter is to affirm the use of your services for the wedding of

(names of bride & groom)

on

(date of wedding)

at

(time of wedding)

and to familiarize you with the Grace Avenue United Methodist Church Wedding Policies.

Grace Avenue recognizes the value of flowers for this most special occasion and we trust that you will work with us to ensure a beautiful ceremony.

Please review the following policies for your information:

1. All flower pots must contain liners.
2. Do not place anything on the Altar or Communion Table.
3. Facility and furniture must be respected at all times. Decorations must not be attached to furniture by gluing or nailing. Padded pew hooks are the only method allowed to attach décor to pews.
4. Use only dripless candles. Rented candelabras and/or unity candle stands must be placed on plastic and removed immediately following the ceremony. We do not have space to store fixtures over the weekend and will not accept responsibility.
5. Flower girls are not permitted to drop natural flowers in the Sanctuary or Worship Center. Silk flowers are permitted.
6. The Sanctuary / Worship Center will be available one and a half (1½) hours prior to the wedding
7. Please check in with the Grace Avenue Wedding Coordinator when you arrive at the church. She can help direct you for set up.
8. Ribbon swagging that creates difficulty for the guests to exit or enter pews is not allowed.
9. The Wedding Coordinator is available to answer your questions and desires your cooperation in making this a beautiful event.

If you have any questions, please contact the Wedding Administrator at 972-335-2882.

Grace Avenue United Methodist Church
3521 Main Street
Frisco, Texas 75034
weddings@graceavenue.org

VENDOR PAGE - VIDEOGRAPHER

This letter is to affirm the use of your services for the wedding of

(names of bride & groom)

on

(date of wedding)

at

(time of wedding)

and to familiarize you with the Grace Avenue United Methodist Church Wedding Policies.

Grace Avenue recognizes the value of wedding videos as a lasting remembrance of this most special occasion and we trust that you will work with us to ensure a beautiful ceremony.

Please review the following policies for your information:

1. Videographers have access to the church 1½ hours prior to the wedding
2. Please check in with the Grace Avenue Wedding Coordinator when you arrive at the church. She can help direct you for set up.
3. All video equipment shall be set up in the Sound Booth.
4. A Grace Avenue Sound Technician will be present during every wedding. Please be sure to respect his/her space.
5. Please remain stationary during the ceremony.
6. Only recording equipment that can be operated remotely will be allowed on the stage area.
7. Facility and furniture must be respected at all times.
8. The Wedding Coordinator is available to answer your questions and desires your cooperation in making this a beautiful event.

If you have any questions, please contact the Wedding Administrator at 972-335-2882.

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