

A soft-focus photograph of a bride in a white lace dress holding a large bouquet of flowers. The bouquet features white lilies, white and pink roses, and dark green foliage. A circular logo with a thin white border is centered over the bouquet. The background is a warm, golden-brown bokeh.

# Chapel

 COTTONWOOD CREEK CHURCH



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# Dear Bride and Groom,

Congratulations on your engagement! We are so excited to assist you in coordinating your wedding and making your day as beautiful and memorable as we can. As a staff here at Cottonwood Creek Church, we will do everything we can to make your wedding ceremony a worshipful experience for you and your guests.

We look forward to meeting with you soon and helping you plan your special day! If you have any questions, please do not hesitate to call or email us.

In Him,  
Cottonwood Creek Church



Photo by Photojoy



Photo by Jennifer Yarbrough Photography

1

The Chapel seats up to 300 people. Our seating includes beautiful, wooden chairs with cushions.

2

The Chapel may be decorated with flowers and flameless candles following the instructions laid out in the decoration guidelines (page 13). All decorations must be approved by the Wedding Coordinator and Facilities Director. The wedding party is responsible for removing all decorations prior to leaving the building.

3

A member of the Cottonwood Creek Church AV Team will run the AV Booth in the Chapel during weddings and events. See page 11 for more information about services provided by the AV Team.

# Getting Started

**1** **Show Your Interest**

Interested in using the Chapel at Cottonwood Creek Church for your special day? The first step is filling out the interest form located at [cottonwoodchapel.org](http://cottonwoodchapel.org). Once you have submitted the interest form, the Wedding Coordinator will check availability for the dates you requested.

**2** **Contact with Wedding Coordinator**

After submitting your interest form, the Wedding Coordinator will contact you for further scheduling. The Wedding Coordinator will assist you in selecting the date and time for your ceremony, as well as a time to meet in person. Every effort will be made to schedule your wedding on the date you desire. However, due to the large number of weddings and church events, we suggest that you have several options in mind. An in-person meeting will be scheduled with the Wedding Coordinator to discuss prices, dates, schedule, and answer any questions you may have.

**3** **Wedding Application**

After you meet with the Wedding Coordinator and solidify a date, you will fill out a wedding application. Submit the application with your full payment to secure your reservation. Your wedding date will not be reserved until the full payment for the Chapel is made. The application should not be submitted until your date has been confirmed by the Wedding Coordinator.

**4** **Final Appointment with the Wedding Coordinator**

A second appointment is needed with the Wedding Coordinator to discuss specific details relating to your ceremony at Cottonwood Creek Church.

The Wedding Coordinator will assist you with the following:

- Calendar Reservations
- Facility Reservations
- Security Deposits/Payments/Fees
- Video/Audio/Technical Needs

At this appointment, important information relating to church policies and guidelines and vendor information will be explained. The Wedding Coordinator will answer any questions you may have and address any special needs concerning your wedding day.

## Conference with a Cottonwood Creek Minister

Following the approval of your date and your appointment with the Wedding Coordinator, a conference must be scheduled with the Cottonwood Creek minister who will perform your ceremony. Please understand that the Wedding Coordinator cannot provide the final confirmation of your wedding until a minister has agreed to officiate. It is your responsibility to schedule this appointment through his office. Because of our commitment and desire to build faith-based Christian homes, each minister requests an appointment(s) with each couple. These meetings should be scheduled directly through the minister's office.

In the event that you should desire someone other than a Cottonwood Creek minister to perform your ceremony, you should discuss this matter with the Wedding Coordinator and fill out the Outside Officiant Agreement. Only ordained evangelical ministers of like faith and practice will be permitted to perform a wedding ceremony at Cottonwood Creek Church. One of our ministers will be in contact with the chosen officiant before approval.

All couples are expected to participate in Christian pre-marital counseling before their wedding date. Cottonwood Creek Church offers "Before We Say, 'I Do,'" a course designed for engaged couples and those considering marriage. Each course consists of a 6-week study relating to building a biblical Christ-centered marriage. Those couples that cannot participate in the "Before We Say, 'I Do'" course will need to discuss alternative options with the Wedding Coordinator and get approval for their pre-marital counseling.

If you choose not to use one of Cottonwood Creek's ministers to officiate the ceremony and do not go through our pre-marital course, you will be required to meet with one of our ministers on staff. This appointment will be made through the Wedding Coordinator.



Photo by Photojoy

## Scheduling

The Wedding Coordinator will confirm your event date and place it on the church calendar.

Weddings may not be scheduled more than nine months in advance.

All payments must be paid in full within a week of submitting the wedding application.

Wedding dates are unavailable during the following weekends:

- o Easter weekend
- o Memorial Day weekend
- o Independence Day (if it falls on Friday or Saturday)
- o Labor Day weekend
- o Thanksgiving weekend
- o Christmas Eve/Christmas weekend (if it falls on Friday or Saturday)
- o Other weekends throughout the year may not be available due to previously scheduled church or staff events.



Photo by Photojoy

*And now these  
three remain:  
faith, hope and  
love. But the  
greatest of these  
is love.*

*1 Corinthians 13:13*

# Ceremony

There are three available time slots for your wedding ceremony.

The earliest a ceremony can begin is 1.5 hours after your time slot begins, and the latest a ceremony can begin is 1.5 hours before your time slot ends.



Photo by Photojoy

## Friday

3:00p – 7:00p  
Rehearsal Thursday  
at 6:00p.



Photo by Photojoy

## Saturday

10:00a – 2:00p  
Rehearsal Friday

3:00p – 7:00p  
Rehearsal Friday

# Reception

Cottonwood Creek Church does not provide a reception area as a part of the Chapel reservation. The Wedding Coordinator can discuss with you possible reception area options available at the church.

## Chapel Pricing

Members

\$900

Non-Members

\$1500

There is no deposit option for the Chapel. Payments must be made in full with the completion of the wedding application. Wedding dates will not be secured until full payment has been made. Fees include an AV Tech Operator and Wedding Coordinator.

## Cancellation Policy

- **At least 6 months before wedding date = full refund**
- **Less than 6 months before wedding date = no refund**

Because of the expected demand for weddings, we do not offer a refund to cancellations less than 6 months before the wedding date. It is imperative that you are confident with your wedding date at the time of payment.



Photo by Photojoy

# AV Fees & Booking

Only the Audio Visual Team from Cottonwood Creek Church will be allowed to run the AV booth in the Chapel during weddings and other events.

## Audio Visual

Included

Includes Tech Operator for pastor/minister microphone, live musicians, pre-recorded music, video or slideshow presentation, stage lighting with choice of accent color.

Live musician setup includes: 1 keyboard, 1 guitar and up to 2 vocal microphones. Additional live music setup may require additional fee.

AV Tech Operator will arrive 2 hours before wedding.

Optional:

Additional \$150 for AV Tech Operator at rehearsal.

## Video Recording

Optional

**\$300**

Per Wedding

Includes single camera wide angle view and 4K digital download.



Photo by Photojoy

# Photography & Videography Guidelines

The staff of Cottonwood Creek Church recognizes the importance and demand for photography and videos at weddings. Because the wedding ceremony is a worship service, all photographer and videographers are asked to show respect for the ceremony and the Chapel. We ask that the photographer and videographer be as unobtrusive as possible, and that he or she be dressed appropriately for a wedding. Photography and videography agreements are found in your packet.

## VIDEOGRAPHY GUIDELINES

Videographers must adhere to the following guidelines.

Use existing lighting only.

Must use his/her own equipment.

Must remain stationary during the ceremony. No movement at or near the altar is permitted.

Spotlights may not be used during the ceremony.

Cottonwood Creek Church can provide videography services. More details on page 11.



Photo by Photojoy

## PHOTOGRAPHY GUIDELINES

The photographer may take pictures before, during, and after the ceremony in several locations including the Bride's Room, Groom's Room, outside areas around the church, and Chapel.

All pre-wedding pictures that are taken in the Chapel must be completed 30 minutes prior to the start of the ceremony.

Flash photography is permitted only during the processions as family members, bridesmaids, and groomsmen are entering the Chapel, and also during the recessional as the wedding party is exiting.

The photographers and videographers are permitted to stand in the back of the Chapel only. No movement at or near the altar is permitted. Vendors are not permitted to stand on the platform; however, an unmanned camera is permitted on the platform. Ask the Wedding Coordinator for assistance with placement.

The bridal party may regroup in the Atrium area outside of the Chapel or in the Chapel after the ceremony for final pictures. The photographer is requested to limit post-wedding photography to 20-30 minutes following the ceremony.

Please do not move any furniture or accessories in the church area. Please do not stand on any furniture.

If the photographer is present at the rehearsal, he/she is asked not to disrupt the flow of the rehearsal.

# Florist Guidelines

All florists must agree to the Chapel floral guidelines before the date of the wedding.

Floral arrangements and greenery may be used on the candelabra pieces and wedding arch, but must be prepared off site.

Floral arrangements may be attached to candelabras and arch using wrapped floral wire, tulle or ribbon. No pins, nails, tape, screws, staples, glue, or tacks may be used to attach floral arrangements or greenery to candelabras.

Freestanding floral arrangements may be used (prepared off site).

Floral arrangements may be attached to the ends of the chair rows using provided hooks or ribbon. No freestanding arrangements can be placed at the end of the rows, or in the aisles.

Florists and team are responsible for cleaning up all floral arrangements in allotted time slot.

Florist must fill out and sign the Floral Policy Agreement and return it to the Wedding Coordinator if he/she has never provided services for previous weddings at Cottonwood Creek Church. The floral agreement can be found in your packet.



“Do everything in love.” 1 Corinthians 16:1



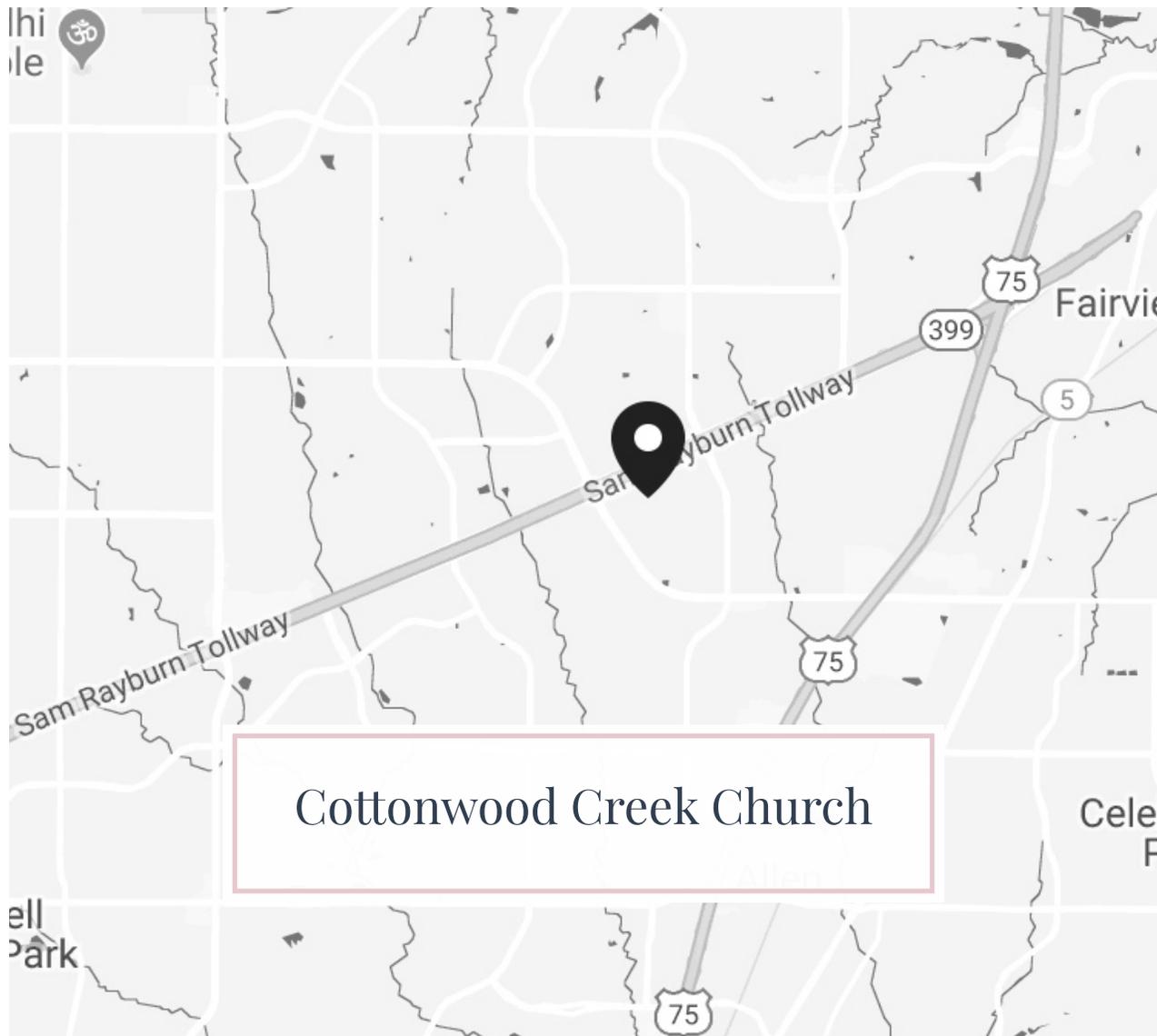
Photo by Photojoy



*I do.*

Photo by Photojoy

Pre-song(s)  
 Seating of Grandparents  
 Seating of Parents  
 Song and/or Scripture Reading (Optional)  
 Entrance of Wedding Party, Pastor and Groom  
 Entrance of Bride  
 Prayer, Congregation Sits, Welcome and Scripture Reading  
 Question by Minister/Giving Away of Bride  
 Song or Scripture Reading: (Optional, however, this is an appropriate place for a song with Bride and Groom together as focal point or Scripture reading)  
 Message  
 Vows  
 Rings  
 Pronouncement of Husband and Wife  
 Prayer of Consecration (If there is a special song during next element-everyone moves during prayer)  
 Unity Candle/Sand/Communion/etc  
 Bride and Groom Kiss  
 Introduction of Bride and Groom/Exit  
 Wedding Party Exit  
 Parent Exit  
 Grandparent Exit (if desired)  
 Minister: Closing Charge to Congregation and Instruction (reception, location, etc)



### Location

Cottonwood Creek Church  
1015 Sam Rayburn Tollway  
Allen, Texas  
75013

### Wedding Coordinator

To contact our Wedding Coordinator,  
please email:  
[chapel@cottonwoodcreek.org](mailto:chapel@cottonwoodcreek.org)  
972.359.7777

*[cottonwoodchapel.org](http://cottonwoodchapel.org)*



Cottonwood  
Creek