

## **YOUR RECEPTION at First United Methodist Church**

Congratulations on your upcoming celebration at First United Methodist Church! Thank you for choosing to have your reception here. Receptions served by the United Methodist Women (UMW) are all very different according to the personal tastes and desires of the celebrant(s). The following information is provided to help you plan this important event.

### **WHAT THE UMW HAS AVAILABLE**

- Rectangular cake table, round tables that seat 8
- Lace tablecloth and skirting for the long cake table
- White tablecloths
- Punch bowls, cups and ladles
- China serving plates and cups
- Glass serving plates and cups
- Silverware, including cake knife and server
- Candy and nut dishes
- Two pair single candle holders
- Two pair double candle holders
- Silver Service, including coffee pots, tea and punch, sugar and creamer, sugar tongs and tray
- Glass bud vases
- If wedding, banner to hang behind cake table

The UMW also provides table set ups, coffee, tea and punch, sugar and cream. If required, the lace-covered cake table will be set up in time for the delivery of a cake.

### **WHAT THE CELEBRANT(S) PROVIDE**

- The cake
- Flowers, candles and napkins for the cake table, if desired
- Nuts and mints, if desired
- Sparkling cider for toasting, if desired

Since it is always considered an honor to be asked to serve punch, coffee, tea or cake, perhaps a special relative or friend might be asked to do this. If not, the UMW can provide servers if you give the Reception Hostesses reasonable notice.

### **DECORATING FOR THE RECEPTION**

If you would like to decorate and/or help with decorating the tables, please arrange the time with the Wedding and Reception Hostesses.

## **CATERERS – ADDITIONAL FOOD**

If you wish to serve your guests additional finger foods or a meal provided by a caterer, please let the Reception Hostess know, so that proper tables can be set up.

Because of certain food preparation regulations, the food cannot be prepared in the church kitchen, although already prepared trays may be stored in the large refrigerators. The caterer must provide the personnel to deal with set up, serve and clean up for the food table(s). Also, the caterer must provide all dishes, flatware, trays, serving dishes, napkins and serving utensils for catered food.

## **FEES**

The **UMW charges** the following fees and they are payable to the church office:

	Church Members	Non Church Members*
Reception	\$150.00	\$250.00
Reception Hostess	\$100.00	\$100.00
Kitchen Fee (if caterer used)	\$ 50.00	\$100.00

The **church charges** the following fee, payable to the church office:

\*There is an additional \$20/hour charge for **members** (two hours minimum). This is for the use of the Fellowship Hall and staff time.

\* There is an additional \$65/hour charge for **non-members** (two hours minimum). This fee is for the use of the Fellowship Hall and staff time.

All fees are waived for pastors, former pastors and/or their immediate families. Donations or honorariums will be accepted.

## **WHAT TO DO NEXT**

Please contact the Reception Hostess shown below and make an appointment to meet at the church several weeks before your event. We want to make your reception as organized and stress-free as possible.

**RECEPTION HOSTESS: Barbara Garner, 541-687-6889**

**First United Methodist Church  
1376 Olive Street, Eugene, OR 97401  
541-345-8764 ~ eugenefumc@eugenefumc.org**

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