

IMPORTANT INFORMATION

This copy to be given to florist

WEDDINGS AT CHURCH STREET UNITED METHODIST CHURCH Knoxville, Tennessee

GUIDELINES FOR FLORISTS

Church Street's sanctuary and chapel are places of beauty and dignity. Excessive floral displays and elaborate greenery are discouraged.

I. FLOWERS

If flowers are desired, two one-sided arrangements are needed. These are placed, by Altar Guild members, only on the retable between the candelabra and the cross. **ONLY LIVE ARRANGEMENTS AND FLOWERS MAY BE USED IN CHANCEL AREA.**

NO floral arrangements can extend above the horizontal arm of the cross, the total height of arrangements should not exceed 41 inches.

If the wedding is in the chapel, the height should be no higher than 26 1/2 inches tall.

If flowers are desired in the narthex, arrangements for the two tables are suitable.

If the wedding is on Saturday and the bride would like the wedding flowers left in the sanctuary for Sunday morning service, the Wedding Coordinator or Director will need to make arrangements with the Altar Guild well in advance.

II. CANDLES AND OTHER DECORATIONS

No candelabra or additional decorations, other than Church Street's, are to be placed inside the chancel rail.

If the bride desires additional candles within the chancel, the church has two seven-branched candelabra available for a fee of \$45.00. These are prepared by the Altar Guild and the fee covers cost of candles and cleaning.

The Fire Marshal does not permit lighted candles in arrangements to be carried by attendants.

No aisle candles are permitted. Candles may not be placed in windows or in any place that would create a fire hazard.

No decorations or candles are to be used that exceed the height of the cross or that will obstruct the congregation's view of the altar, pulpit, or lectern. The organist's view of the first pew shall not be obstructed.

Pew bows may be used but must be attached with string, ribbon or holders that would not mar or deface the furnishings.

III. PARAMENTS AND SEASONAL ADORNMENTS

The paraments will be changed to white for weddings unless the applicant requests that the seasonal colors of the church year remain on the altar and pulpit for the wedding service.

Seasonal adornments (such as the Chrismon tree) present in the sanctuary are not to be moved, disturbed or removed. The Altar Guild Wedding Coordinator will know in advance if special adornments or decorations may be in place in the sanctuary on the date of the scheduled wedding.

IV. ADDITIONAL GUIDELINES

The appointments on the altar may not be moved or removed.

Chancel furnishings are not to be removed or dismantled for any reason.

No tacks, nails, screws, or other material may be used that might permanently mar, deface or otherwise damage any part of the church buildings or furnishings.

Florists must not block any entrances or exits in the church building or chancel area with floral arrangements or greenery.

All decorations must be removed from the building immediately after the wedding unless special arrangements have been made with the Wedding Coordinator prior to the wedding.

If the church staff is asked to remove and store decorations and/or equipment, a fee of \$25.00 will be payable to the church.

No smoking, alcohol or illegal drugs are permitted in the church building or church property. No food or drink is permitted in the Nave or Chapel.

Decorations outside the church should not be used.

FLORIST IS REQUESTED TO COMPLETE ALL ARRANGEMENTS AT LEAST ONE AND ONE-HALF HOURS BEFORE THE WEDDING.

PLEASE REFER ANY QUESTIONS TO THE ALTAR GUILD COORDINATOR.