



# GUIDELINES FOR FLORISTS

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## IMPORTANT INFORMATION

*This copy to be given to florist.*

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 office candles 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 and not more than 24 inches wide.

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. Flowers in the Welcome Center are suitable.

### 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 candle oil and preparation.

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.

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.

The church will open three hours prior to the wedding for flower delivery and set up. All arrangements will be completed at least 1 ½ hours before the prelude begins.

January, 2006