



# WEDDING FLORIST POLICY

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***This form must be turned in to the church Wedding Coordinator prior to the wedding.***

Remembering that a wedding is an act of Christian worship, the following policy is to be observed for weddings at First Presbyterian Church.

- Wedding floral arrangements in the sanctuary may be one of the following:
  - 1) One arrangement on the floor in front of the communion table, with the arrangement height not higher than the communion table.
  - 2) One arrangement on the table behind the communion table.
  - 3) Two arrangements placed on the church pedestals that are on both sides of the chancel at the top of the chancel steps.
- Floral decorations may be placed on the tables in the narthex.
- Rearranging of furniture in the narthex, chancel, sanctuary and Cheek House is not permitted.
- Candelabras (not in excess of four candelabras) may be used in the chapel and sanctuary, provided proper precautions are taken to protect the floors and furniture. The church has one pair of brass candelabra that may be used. If you would like to use the church's candelabra, please make arrangements with the church's Wedding Coordinator.
- Only drip-less pillar candles that are no larger than 3-inches in diameter are allowed for use in the sanctuary windows. Drip trays must be used under the candles, and the entire candle and wick must be covered by a hurricane glass cover. Candles are not to be used in the narthex.
- No tacks, nails, screws, adhesives or tape, are to be used in the church. Floral decorations must be arranged so that there is no necessity to anchor or fasten them to the building or furniture.
- Small bouquets may be attached to the ends of pews with ribbons.
- Only artificial flower petals may be dropped by the flower girl(s).
- Columns in the sanctuary must be kept free of decorations.
- When potted plants or greens are used, floors and furniture must be protected from stain or drippings.
- Flower arrangements over the doorways in the sanctuary are not permitted.
- ***It is the responsibility of the florist (or wedding party) to remove all flowers and decorations from the church immediately after the wedding ceremony.*** Only the flowers in the chancel may be left, if previously approved, for the Sunday worship service.
- During the Christmas season (the first Sunday of Advent through the Sunday after Christmas), the church provides seasonal floral arrangements to decorate the sanctuary. These floral arrangements are not to be removed, moved or changed. If additional wedding decorations are desired during the Christmas, the wedding floral arrangements must be approved by the church Worship Flowers Committee.

Wedding Name: \_\_\_\_\_

Wedding Date: \_\_\_\_\_

Florist Name: \_\_\_\_\_

Phone: \_\_\_\_\_

*I/we have read and fully understand the above stated policy for weddings at First Presbyterian Church.*

Signature of Florist: \_\_\_\_\_

Date: \_\_\_\_\_