

Appendix G

Guidelines for Florists and Decorators

Flowers and other decorations for the Church or Chapel should complement the building's architecture and interior artwork, and should be part of the overall environment. They enhance the beauty and solemnity of the celebration. Please adhere to the directions of Holy Trinity staff regarding decorations.

- Flowers may be delivered and put in place **within one hour** before the beginning of the celebration. Florists may **not** deliver flowers to the Church more than one hour before.
- Floral arrangements may be free-standing at the sides of the sanctuary, may be placed in the urns which are located in the sanctuary, or may be placed on pillars at the back of the sanctuary. **They are not appropriate directly in front of the altar or the ambo or on the altar.**
- Church or Chapel furnishings may not be altered or moved under any circumstances.
- Floral arrangements must be held in watertight containers.
- Decorations of any type may not be attached to any wall or element inside the Church or Chapel.
- Please do not block pews with ribbons, cords, strings, or other decorations.
- Floral arrangements must be attached without the use of tape, other adhesives, tacks or nails. Ribbons or special hangers, which do not mar the finish of the pews in the Church, may be used.
- Keep in mind that during the liturgical seasons of Advent/Christmas and Lent/Easter, the sanctuary has a particular seasonal atmosphere which cannot be altered. Items bearing these colors as well as seasonal decorations or flowers may not be removed or altered. If you have questions, please contact the Wedding coordinator or Pastoral Associate for Liturgy.
- No food or beverage is to be brought into the Church or Chapel. All containers used for corsages, floral arrangements, etc, must be removed from the Church or Chapel by the attending florist before leaving the property.
- The flowers you provide in the sanctuary belong to the couple. All flowers and decorations at the conclusion of the ceremony must be removed.

It is the responsibility of the wedding couple to ensure that the florist and decorating personnel receive these policies and abide by them. If you have questions about these policies, please direct them to the Wedding coordinator.

Any florist or decorator who violates these policies may be denied the privilege of working future weddings at Holy Trinity.