

# POLICY FOR FLORISTS

## at St. Matthew the Apostle Catholic Church

The following directives must be observed:

1. Floral arrangements in the sanctuary must consist of live, natural flowers and materials. Normally, 2 floral arrangements for the altar are sufficient. These arrangements are to be left as a gift to the church. The parish has 2 brass floor vases available for use.
2. Floral arrangements must not exceed the height of the Altar of Sacrifice, which is 40 inches.
3. Florists will not move the altar furnishings or existing sanctuary arrangements to accommodate floral arrangements nor place anything on the Altar of Sacrifice.
4. A rose or other floral arrangement is permitted for the presentation to Our Lady.
5. The flower girl or any other bridal attendant is not permitted to drop flowers or flower petals in the main aisle during the processional.
6. Throwing rice, birdseed or any other objects is prohibited inside or outside of the church.
7. Pew markers/decorations may not be attached with tape because it damages the wood finish. Rubber bands are recommended.
8. No additional candelabras, lamps, or candle arrangements from the florist are permitted.
9. No floral arches are permitted.
10. No aisle runners are permitted.
11. Decorating may begin at 12:30 p.m. on the day of the wedding for the 2:00 Wedding. For the 11:00a. m. Wedding, decorating may begin at 9:30a.m.

**\*St. Matthew is not responsible for items left in the Church or Undercroft.**

Florist \_\_\_\_\_

Company Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Names of the Bridal Couple \_\_\_\_\_

**I understand this policy and that if I violate any of it, the bride and groom will forfeit their \$100 deposit, and I will not be permitted to return to any weddings at St. Matthew Church.**

**We agree to the policy stated above:**

Bride or Groom Signature: \_\_\_\_\_ Date \_\_\_\_\_

Florist Signature: \_\_\_\_\_ Date \_\_\_\_\_