

St. Francis D'Assisi – St. Hedwig Parish
3245 Junction St.
Detroit, Michigan 48210
(313) 894-5409 (313) 894-4730 (fax)

Dear Florist and/or Decorator:

It is our understanding that you have been selected as the Florist/ Decorator for an upcoming wedding at our Parish of St. Francis D'Assisi – St. Hedwig Parish in Detroit, Michigan. As the Parish secretary, I'd like to welcome you as a part of their upcoming celebration in our church. Listed below are the guidelines and information for Florist and/or Decorators at the Church. Please take a moment to read through this information, sign and date it, and **mail or email this letter back to the Parish** (to my attention) at your earliest convenience. Also, please don't forget to keep a copy for your reference. Should you have any questions about the information contained herein, please do not hesitate to contact me at the number listed above, or via email at: Stfrancis.sthedwigparish@gmail.com. We look forward to working with you.

Sincerely,

Rosa Maria Zamarron, Parish Secretary

GUIDELINES FOR THE FLORIST (OR ANYONE ELSE DECORATING)

This form must be returned at least sixty days prior to the wedding, signed by the Florist/Decorator. Keep a copy for your records. **Without this on file at the church, no decorations will be allowed to be placed.** Decorations should not obscure the simple beauty and dignity of the wedding service or the Church.

1. All Church décor and delivery of flowers must take place beginning **no earlier than one half-hour (30 minutes)** prior to the scheduled ceremony time.
2. Do not move church furnishings. The altar candles, or any liturgical décor on the altar, may not be moved.
3. No tacks, pins, nails, staples, tape, or glue may be used to fasten decorations to pews, doors, walls, etc. Any pew decorations should be attached with pew clips or ribbon. **NO TAPE** of any kind is allowed.
4. No flowers are to be placed on the altar table.
5. Floral arrangements may be left in the church, as we are happy to have them enhance our Sunday liturgies. All pew bows and other decorations must be removed at the end of the ceremony.
6. No candles of any kind may be used (includes no unity candle arrangements).
7. Aisle clothes or runners or floral petals are not allowed in the Church. No rice, birdseed, rose petals, etc. may be thrown anywhere inside or outside the Church.
8. All decorations must be taken down from St. Hedwig before 3:30pm at the latest. **Please Plan Accordingly.** Do not interrupt the Mass at 4:00pm if decorations are in St. Hedwig. Anything left in the Church will become property of the Church.
9. The bridal couple is liable for any damage to the building or furniture done where decoration is used.

Bride: _____ Groom: _____

Wedding Date: _____ Ceremony Time: _____

Florist Company: _____ Contact Person: _____ Phone: _____

I have read these guidelines and agree to abide by them:

Signed: _____ Date: _____