

## PROFESSIONAL FLORISTS AND DECORATORS / DESIGNERS

*Please note that these policies apply to any volunteer friends or family members who are responsible for flowers, decorations, and wedding party attire.*

### *Before the Ceremony*

#### **Chapel and Sanctuary Considerations**

**Decorations:** The time booked for the wedding rehearsal may not be used for decorating of the worship center. Decorating may begin no more than two hours prior to the ceremony. Second Baptist is unable to make any exceptions to this policy.

Decorations should not do any damage to the building or furnishings. Tacks, pins, tape, staples, plasti-tack or adhesives of any kind may not be used to secure decorations to walls, window sills, pews, or furnishings. No decorations may be placed on the piano or the organ.

**Window Decorations:** The window sills may be decorated, but no candles may be used unless they are enclosed in glass or metal.

**Seasonal Decorations:** Second Baptist seasonal banners and / or decorations may not be removed from the Chapel or the Sanctuary for a wedding.

**Furnishings:** It will be important that you secure the approval of the Wedding Coordinator before moving or removing furnishings within or from the Chapel, the Sanctuary, or either of the dressing rooms. Choir chairs and risers may not be removed from the choir loft in the Sanctuary. Pews may not be removed from the Sanctuary or Chapel. The pulpit and platform pews may be removed from the Chapel and the Sanctuary. The Communion Table may be removed from the Sanctuary.

**Candles:** Only tube candles may be used in candelabra. No candles of any kind may be attached to the pews or be placed in the aisles. Table top candles, such as those used in a Unity Candle ceremony, must be dripless and the candelabra must be placed on a clear plastic sheet so that there is no damage from melting wax to tables or furnishings. Candles may not be placed on the modesty rail.

**Flowers:** Real or silk flower arrangements may be used, however, only silk petals may be thrown by flower bearers. Flowers and / or greenery may be attached to the ends of the pews using ribbon.

**Aisle Runners:** Aisle runners may not be used.

**Clothing and Personal Items:** Clothing to be worn by the wedding party may be brought to the church at the time scheduled for the rehearsal. Gowns or tuxedos to be delivered to the church on the day of the wedding may arrive no earlier than two hours prior to the ceremony.





## **Building and Property Considerations**

**Outside Decorations:** No decorations may be attached to the outside structures of the church.

**Celebratory Items:** No rice, confetti, or birdseed may be thrown or used in any way by the wedding party or their guests. All types of sparklers or firecrackers are prohibited.

## *Following the Ceremony*

**Decorations:** Please be aware that there are no storage areas available for decorations, candelabra, or floral arrangements. All of these items should be removed completely from the worship center no later than thirty minutes after the conclusion of the ceremony. Items not removed by the florist or family may be discarded by church maintenance staff to allow preparation of the facility for Sunday services.

