

Wedding Policy for Flowers and Decorations



Finding direction by following Jesus.

1. The church flower coordinator must be contacted as soon as the wedding is scheduled. The church flower committee will arrange the sanctuary flowers for a wedding in the sanctuary.

2. The altar flowers from a Saturday wedding in the sanctuary are to be left for Sunday worship services.

3. Pew markers, if desired, are the responsibility of the professional florist. They must be completed before they are brought to the church; on-site arranging is not permitted. No additional flowers or decorations of any kind are allowed in the sanctuary.

4. When the church has been decorated for Christmas, Palm Sunday, or Easter, these decorations must be used for weddings performed during these seasons. No additional flowers or decorations may be used.

5. Candelabra may be rented through your florist. Only the permanent candles belonging to the church or florist may be used in any candelabra.

6. The church does not have a "Unity Candle," nor do we allow the use of one.

7. Tacks, nails, etc., may not be used.

8. The chancel furniture may not be moved.

9. The church provides a kneeling bench upon request.

10. The church does not provide a white aisle runner. If one is desired, the florist must provide and install it.

11. All decorating must be completed on Saturday mornings before noon when the church closes. Bouquets may be delivered when the church reopens before the wedding.

If there are any questions or problems, please contact the church flower coordinator, Denise Revercomb, 540-588-5111, or church wedding director through the church office, 540-343-3659.

THE ABOVE PORTION SHOULD BE KEPT FOR THE FLORIST'S RECORDS.

Please sign, detach, and return to:

Second Presbyterian Church, 214 Mountain Avenue SW, Roanoke VA 24016

I have read and agree to abide by the Second Presbyterian Church "Wedding Policy for Flowers and Decorations."

Signature _____ Date _____

Company name _____ Phone _____

Address _____

Wedding _____ Date _____