

**Floral and Decoration Rules**  
**St. Thomas Aquinas Catholic Church**  
(As of June 1, 2008)

**Names of Bride and Groom:** \_\_\_\_\_  
**Date of Ceremony:** \_\_\_\_\_

1. Floral delivery times for Saturday weddings are listed in the table below. Weddings taking place on any other day, please call the church office directly for instructions. (214-821-3360)
2. The user is allowed no more than (1) Unity Stand and (2) floral arrangements within the rail in the chancel area to be placed to the left and right of the Altar. Rented candelabra may be used and must be accompanied by dripless candles or candle tubes only and plastic clear sheets must be placed on the floor under each rented candelabra stand.
3. **The live flowers already in place located on the left and right sides of the Tabernacle may not be moved by any vendor under any circumstances whatsoever.** (Please note that these arrangements that are located to the left and right of the Tabernacle are provided weekly by our Altar Society at no cost to the bride and groom and may not be removed to make room for wedding flowers.)
4. The Altar rail may not be decorated or used to place arrangements.
5. St. Thomas Aquinas provides 2 pedestals with marble flat tops for arrangements to be placed to the immediate left and right of the Altar. Arrangements for those pedestals are limited to size.
6. Large arrangements in rented urns or other rented containers must be pre-approved with the church office directly. A signed agreement must be on file no less than one week prior to the ceremony stating that all containers will be removed within 30 minutes of the completion of the ceremony and upon completion of all photographs.
7. No flowers, candles or decoration may be placed upon the Altar or table behind the pulpit. And only live flowers may be used (no artificial). Floral decorations may either be left in the sanctuary after the wedding for the weekend Masses or taken. If the user wishes to take them for use at the reception, all containers must be removed within 30 minutes of the completion of the ceremony and upon completion of all photographs.
8. Pew bows and/or flowers may be tied to the pews only. Nothing may be taped, tacked or nailed to the church pews or other furniture.
9. St. Thomas Aquinas will allow use of their 12 candelabra stands to be used in the main aisle only. No flowers are to be added to the candelabra stands. Candles are not provided. The bride must arrange for the florist or family members to both set them up prior to the wedding and put them away in storage at the conclusion of the wedding. Additional rental fees may apply.
10. Aisle runners are not permitted.
11. Petals may not be thrown by flower girls or in front of the church.
12. Personal flowers may be delivered directly to the bride's room.
13. Altar flowers may only be delivered to the east (parking lot) entrance of the church AFTER all masses have ended and the church members have left the building.

<b>Wedding Delivery</b>	<b>Wedding Times</b>
<b>8:30-9:30 AM</b>	<b>10:30 AM Ceremony</b>
<b>12:00 PM</b>	<b>1:00 PM Ceremony</b>
<b>5:00 PM</b>	<b>6:30 PM Ceremony</b>

**Violation of these policies will result in the couple's forfeiture of their deposit.**

**Florist Agreement/Please Print Clearly**

Florist Name and Contact Person \_\_\_\_\_

Address/Phone \_\_\_\_\_

**I understand the above referenced policies and agree to abide by the guidelines.**

Signature/Date \_\_\_\_\_

For more information, please check **Practical Considerations** on the wedding information tab of the church website.