

INSTRUCTIONS FOR FLORISTS

Lake Travis United Methodist Church
1502 Ranch Road 620 North
Austin, TX 78734
512-266-9877

Event: _____

The following guidelines are for the protection of the church buildings and property. By signing this form, the florist agrees that he/she has read these guidelines and will comply with them.

If wax candles are used, carpets are to be fully protected from tallow drippings.

Nails, tacks or uncoated wire are not to be used anywhere in the church.

Decorations (bows, flowers, etc.) attached to the ends of pews are to be secured with fabric protected fasteners.

Use masking tape only to secure anything to the carpets.

Due to fire hazard, no candles are to be placed in the aisles or attached to the end of pews.

Furniture or altar appointments are not to be removed or hidden by decorations without permission from the minister or church wedding coordinator.

Wet or damp decorations are to be in moisture-proof containers. Since flower petals contain oil, petals may not be dropped in the aisle (as by a flower girl).

The florist will consult with the church wedding coordinator regarding lighting controls. Candles are to be lit with a fuse or protected taper (not other candles).

If the wedding is on Saturday, the florist shall clean the sanctuary immediately following the wedding. If the wedding is on any other day or night of the week, the florist shall clean the sanctuary by the following morning. Flowers should be brought in and removed through the front door.

The minister has final authority at the church wedding.

Florist Statement

I have read the "Instructions for Florists" and agree to respect them. I will be responsible for any damage to church property incurred by the use of flowers, greenery, candles or other decorations and materials used in conjunction with the wedding or occasion for which I serve as florist.

Event: _____

Signature of florist: _____

Company name: _____

Phone Number: _____

Date: _____

Family representative: _____