

INFORMATION SHEET FOR FLORISTS

**Weddings at
University Park United Methodist Church
4024 Caruth Blvd. at Preston Road
Dallas, Texas 75225
www.upumc.org
Church Office: 214-368-1435 · After Hours: 214-368-0185**

Decorations are an important part of the wedding. The church and its staff wish to cooperate with you in every way. We trust you will follow the church policies regarding wedding decorations so that the beauty and proper maintenance of our building can be preserved. We are pleased that you have been selected to provide the decorations. Thank you for your cooperation!

Modest and reasonable decorations may be placed in the Sanctuary by a responsible florist. No decorations are permitted in the choir loft or on the pipe organ. No decorations are permitted on top of or in front of the Lord's table, the pulpit, or the candle stands. The Lord's table, cross, pulpit, and chancel candles may not be removed from the Sanctuary for marriage celebrations.

The two church-owned brass flower stands may be used at no cost. The chancel candle holders are not to be used as flower stands. The chancel candles should be used for the service and should be lighted prior to the lighting of any other candles. If using candelabra, please provide taper lighters. Aisle candle holders may not be used. Other aisle decorations may be used, provided that they are safely and securely attached to the pews in a manner that does not harm the finish (no nails, tacks, screws, tape or glue). If one flower arrangement is used, it is to be placed at the choir loft level on the right hand side, opposite the pulpit. If two arrangements are used, they are placed on either side of the Lord's table. Space should be left on the platform in front of the Lord's table for the pastor(s), bride and groom, maid/matron of honor and the best man.

A unity candle, if used, must be provided by the florist, and its specific location in the chancel must be approved by the Wedding Director.

Bows may be placed on the family pews. No tacks, pins, nails, glue, or tape of any kind may be used to fasten any decorations to the furniture (including the pews) or the building.

An aisle cloth may not be used.

Care should be taken to insure that the pastor, organist, and other musicians have sufficient light to carry out their responsibilities. Please check the level of light to be used with the organist. Please remember that all floral arrangements and candelabra must be placed in a position so that the organist is able to clearly see the center aisle for the seating of parents and the Processional.

The furniture and floor must be fully protected at all times from moisture and candle wax. Candles must be of the dripless variety and must be in candelabra which catch and contain any possible drippings. In addition, all areas under and around the candelabra must be completely protected. The florist will be held financially responsible for any damage done to floors, furniture and the building, and is responsible for the costs involved for the safe removal and/or cleaning of any wax drippings.

Access to the building for decorating is limited to TWO (2) HOURS prior to the scheduled time of the marriage celebration. All decorations must be removed from the Sanctuary building immediately following the marriage celebration (approximately one-half hour from the time of the marriage celebration), and the Sanctuary must be left in the condition in which it was found.