

**INSTRUCTIONS TO THE FLORIST:**  
**DECORATING FOR A RUMC WEDDING**

**Roswell United Methodist Church encourages decorations that enhance the beauty of our church, and focus on the appeal of the church setting. To ensure that decorations do not detract from the symbols in the church or from the simple dignity and elegance that characterize a Christian wedding service, we have instituted the following guidelines that apply to all wedding florists. Thank you in advance for your cooperation.**

- The building will be open and available 2 ½ hours before the time of the wedding.
- Decorations must be completed at least one hour before the wedding.
- Furnishings may not be moved in the Sanctuary or Chapel.
- An aisle cloth is not allowed.
- Pew ribbons with small fern and/or flower décor may be used. No candles or other decorations may be used outside the chancel rail without prior approval.
- Flowers and greenery inside the chancel rail must be live.
- Tacks, pins, nails, bare wire, or glue may not be used to fasten decorations to the furniture, furnishings, pews, or building. Only wrapped wire or ribbon may be used to fasten bows to pews.
- Couples may use the candelabrum, Unity candle, and Memory Candle belonging to the church in the Sanctuary and Chapel. However, these may not be decorated in any way.
- The church furnishes candles for the altar table, our candelabrum, our Unity Candle, and our Memory Candle; they are oil and “spring” candles. If you bring candles for additional candelabrum, they must be of like kind.
- All decorations must be removed promptly following the ceremony. The florist will be held responsible for any damage to the building and equipment due to decorations.
- Seasonal decorations may not be removed for a wedding. Decorations will be placed in the Sanctuary and Chapel beginning with the first Sunday of Advent until after Christmas. Seasonal Decorations are also in place for Palm Sunday, Easter, Thanksgiving, and Fourth of July. The Paschal Candle, in place for 6 Sundays beginning with Easter, is not to be removed. Any special concert set-ups must remain.
- The Wedding Directors and/or Wedding Coordinator must review all decorations, seating, etc. for weddings on The Commons prior to final arrangements being made.

Florists failing to abide by these guidelines will not be allowed to return to Roswell United Methodist Church, and families scheduling weddings in the church will be so informed. Ignorance of these rules is not a valid excuse of non-compliance.

Please sign and return this form, by mail or fax, to: Weddings, Roswell United Methodist Church, 814 Mimosa Blvd., Roswell, GA 30075, (fax: 770-641-0931). **We must receive this form not less than two weeks prior to the wedding.** If you have questions, ask the bride for the name and phone number of the director assigned to her wedding and feel free to call.

I have read and asked any relevant questions about these RUMC instructions and agree to abide by them.

Signature of the florist: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of the Bride or Groom: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_Chapel\_\_\_Sanctuary