

GUIDELINES FOR WEDDING FLORISTS

Emmaus Catholic Parish
1718 Lohmans Crossing Rd.
Lakeway, TX 78734
512-261-8500

After reading these guidelines, please sign and return a copy to the following address at least two weeks prior to the ceremony:

Emmaus Catholic Parish
Attn: Gretchen Reynolds
1718 Lohmans Crossing Road
Lakeway, TX 78734

- When attaching bows or flowers to the pews, **NO TAPE, TACKS NOR ANY STICKY SUBSTANCE** of any sort may be used, including masking tape. They may be attached with ribbon, string or plastic clips that fit over the side of the pew. NOTE: Our pews do not have a side arm, only a wooden back.
- **Flower arrangement placement must be approved by the wedding coordinators.** Flowers may be placed in vases or baskets. **NO FLOWERS CAN BE PLACED ON THE ALTAR TABLE.** No flowers can be hung anywhere except on the pews as noted. The existing flowers in the church urns will **NOT** be moved or altered in any way.
- Loose flower petals may **NOT** be used.
- An aisle runner is **NOT** permitted.
- The church will be fully decorated with flowers and decorations during the Christmas and Easter seasons. These **cannot** be removed.
- Couples may leave flower arrangements as an offering to the church. If not, the couple or the florist must make arrangements to pick up the flowers after the ceremony.
- Flowers may be delivered one and a half hours prior to the ceremony. The bride's and bridesmaid's flowers can be delivered to the bridal room. Other flowers **WILL BE PLACED ON THE WINDOW LEDGE OPPOSITE THE BRIDAL ROOM.**
- The florist is responsible for removing and picking up any supplies or items, such as vases or boxes you wish to keep. These must be removed within one and a half hours after the ceremony begins.
 - 10:00 Wedding – Pick up time is no later than 11:30
 - 2:00 Wedding – Pick up time is no later than 3:30
 - 7:00 Wedding – Pick up time is no later than 8:30Any items not picked up by these times, will be thrown away, as the church does not have a place to store them.
- It helps the wedding coordinators to have the bouquets, boutonnieres, and corsages labeled with names of the corresponding wedding party members.
- A wedding coordinator is assigned to each wedding. She will be able to answer any additional questions. The presiding priest, deacon and wedding coordinator are responsible for seeing that all guidelines are followed.

Signature

Phone#

Wedding party/date of wedding

Name of Company:

GUIDELINES FOR WEDDING FLORISTS

Queen of Angels Chapel
c/o Emmaus Catholic Parish
1718 Lohmans Crossing Road
Lakeway, TX 78734

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- Attaching bows or flowers to pews: No tape or tacks of any sort may be used including masking tape. They may be attached with ribbon, string or plastic clips that fit over the pew.
- Flower arrangements and/or candelabras may be used. Arrangements belonging to Queen of Angels Chapel may be removed except during the Christmas season. Loose petals are not permitted. Couples may leave arrangements as an offering to the church except during Lent. If not, flower arrangements must be removed within 30 minutes after the ceremony.
- An aisle runner is not permitted.
- Flowers may be delivered no sooner than 1.5 hours prior to the ceremony. Please have bouquets, boutonnieres and corsages labeled with names.
- The florist is responsible for removing and picking up any supplies or items such as vases or boxes you wish to keep. These must be removed within one and one half hours after the ceremony begins.

Signature

Phone#

Wedding party/date of wedding

Name of Company:
