



Florist Vendor Letter

Wedding Date: _____

Names of Bride & Groom: _____

Phone number of Bride or Groom: _____

Dear Vendor,

We have been notified that you will be providing flowers for the wedding shown above at St. Paul United Methodist. Please review below the guidelines to be followed when doing flowers for any wedding in St. Paul Church.

The beauty of the church lies in its simplicity, and the loveliest settings are those which use a minimum of floral display. Flowers and Greenery - please be certain that all potted flowers or greenery have protective coverings underneath.

Church Vases - the two sanctuary brass vases may be used for the wedding; however, the vases are never to leave the sanctuary. A paper mache 4K liner will fit the vases, which measure 15 ½ inches tall.

Pews - please do not use tacks or tape of any kind on the ends of the pews or on any other woodwork in the room. There are 20 pews on each side of the sanctuary.

Church furniture - the pulpit, candlesticks, communion table and brass cross on the table should not be removed or obscured. No floral arrangements are permitted on the communion table. A single rose in honor/memory of someone is acceptable.

Aisle runner - the aisle of the sanctuary is 25 yards (75 feet) long. Since the aisle is so narrow, the use of candles attached to the ends of the pews is dangerous, and is prohibited. Also, bow and/or flower decorations should be kept very simple.

Unity candelabrum - is provided by the church. If you choose to use the candelabrum you will need to provide the bride and groom candles (regular size tapers) and the large unity candle (3 or 4 inches around).

Candles - the church provides two 7-branch floor candelabra and two candlesticks on the communion table which may be used. These candles use oil provided by the church. Candles used in the windows must be enclosed in hurricane globes.

Doors - there are three sets of doors in the front of the church. Any wreaths/decorations should be attached to the screws/nails over the doors, not on the doors themselves.

Building hours - the church is open two hours before the wedding. Floral decorations should be put in place during this time. Other arrangements may be made by calling the church office. Each additional hour is \$15 per hour. Please consult with the ministry secretary regarding other services (weddings or funerals) which may be held on your wedding day. Flowers delivered must be labeled with the church name and the wedding party name, so that they can be kept separate from flowers for other events.

After the wedding - any floral equipment should be removed immediately following the wedding. The church is not responsible for items/equipment.

We have read, and agree to follow, the policies listed above.

Vendor's Signature: _____ Date: _____

Company Name: _____

Vendor's Address: _____

These forms must be filled out for each wedding, even if you have submitted a form in the past.

**Please complete and return to: St Paul United Methodist Church, 2000 Douglass Blvd, Louisville, KY 40205-1928
Church Office Phone: (502) 459-1595 Fax: (502) 458-8010**

Form is due 2 weeks before the wedding