

## **St. James the Apostle Guidelines for all Florists:**

1. NO CANDLES OF ANY KIND, HURRICANE LAMPS, TRELLISES, CANOPIES, ARCHES, CANDLEBRAS, OR TOPIARIES ARE ALLOWED. The sanctuary is decorated for the season your wedding takes place in. The existing church environment MAY NOT be moved or altered in any way or form. Please call the rectory at (630)469-7540 for more information as to how the environment will be placed.
2. Bows that decorate the pews should be attached with elastic or rubber bands. NO WIRE OR TAPE shall be used. Please refrain from blocking entrance/exit to the pews as this may inhibit movement during communion.
3. Floral arrangements should not block out the liturgical movements around the altar. Be careful about having floral arrangements which interfere with the sighting of a video camera if employed. A large floral arrangement can be placed in front of the altar. Its size should not exceed 3 feet wide by 2 feet tall. This arrangement cannot be higher than the altar. Flowers may also be placed around the front of the baptismal font area.
4. Flowers or any other decorations are not to be placed on the altar table.
5. No extra candles of any kind are to be placed in the sanctuary area or on the pews.
6. If you wish to use a runner, the length of the center aisle is **75 feet** long. No tape or other adhesive may be used on the carpet.
7. If a private wedding consultant is employed, please keep in mind that the priest of the sacrament of marriage will be leading the rehearsal and officiating at the ceremony with the collaboration of the bride and groom.
8. Please plan on taking your floral arrangements with you after the wedding.
9. Furniture and/or environment MAY NOT be moved or removed under any circumstances.
10. On the day of the wedding, the florist should arrive no earlier than 45 minutes before the wedding.