

## FLORIST GUIDELINES

### Weddings at the University of St. Thomas Chapel of St. Thomas Aquinas

- The Chapel of St. Thomas Aquinas is located on Cleveland Avenue between Laurel and Ashland Avenues. When making deliveries, you may ***temporarily park in the drop-off (horseshoe) drive of the Chapel.***
- **Florists must check in with the Wedding Coordinator when they arrive.**
- Flowers **MUST** be delivered and picked up in compliance with the following time tables:

<u>Wedding Day / Time</u>	<u>Delivery</u>	<u>Pick-up/Clean-up</u>
Friday, 4:00PM	1:30PM	5:15PM
Friday, 4:30PM	2:00PM	5:45PM
Friday, 5:00PM	2:30PM	6:15PM
Friday, 5:30PM	3:00PM	6:45PM
Saturday, 11:00AM	8:30AM	12:15PM
Saturday, 3:00PM	12:30PM	4:15PM

- An **elevator is available** for use.
- Floral arrangements can be placed slightly to the left and right of the altar or in front of the ambo (lectern) with a maximum height of 39 inches. ***No flowers are to be placed on top of the altar or directly in front of the altar.***
- Pew decorations are not permitted. Dropping petals is not permitted.
- Flower boxes, paper, vases and other debris related to the flowers *must be removed either by the florist or by family/friends before or immediately after the wedding.* Items may not be left in the Chapel for pickup at a later time.

*The liturgical environment is not to be altered in order to accommodate flowers.*

**Vendors that do not comply with any of these guidelines may be asked to not return to the Chapel.**

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*name of couple*

*wedding date*

**THIS SHEET MUST BE GIVEN TO YOUR FLORIST PRIOR  
TO YOUR WEDDING**