

Dear Florist,

Congratulations on being selected to provide the floral arrangements for a wedding to take place at **Our Lady of the Lakes Catholic Church**. We hope that your talent will add to the beauty of our church and enhance the sacredness of the marriage ceremony. Unfortunately, in the past, some florist have abused the privilege of being invited to decorate the Lord's house.

We like to maintain cordial relations with all our florists. To avoid any last minute misunderstandings, we ask that you carefully read the regulations outlined below governing the decorating of our church for a wedding.

1. Most weddings take place during the weekends when the church is already decorated for Sunday in accordance with the liturgical theme for that particular time of the year.
Flowers already in the church may not be moved for the wedding ceremony.
2. Two additional arrangements may be placed in the sanctuary; however we discourage it, because they usually block the sight lines for the photographers. No palm trees are to be ordered for the Church.
3. You may enter the church 20 minutes before the scheduled time for the wedding. We regret that any earlier is not possible because of our tight scheduling.
4. Again, due to our scheduling, we ask that you remove all flowers, etc., from the church immediately following the wedding.
5. An occasional small arrangement can enhance the center aisle of the church flowers, tulle or ribbons attached to the pews with a cloth tie or rubber band is allowed.
6. The church will not be responsible for floral stands not picked up immediately at the end of the wedding . I.e. one hour after the scheduled time of the wedding.

We look forward to a continued good working relationship.

Sincerely Yours,

Very Rev. Jose Alvarez
Pastor