

CATHEDRAL OF THE MOST BLESSED SACRAMENT

9844 Woodward Avenue

Detroit, Michigan 48201

(313) 865-6300 x221 (voice) (313) 867-4613 (fax)

Kimberly D. McDaniel, Wedding Coordinator

Dear Florist:

It is our understanding that you have been selected as the florist for an upcoming wedding at the Cathedral of the Most Blessed Sacrament in Detroit, Michigan. As the Cathedral Wedding Coordinator, I'd like to welcome you as a part of their upcoming celebration in our church. Listed below are the guidelines for flowers and other décor in the Cathedral. Please take a moment to read through this information, sign and date it, and **mail or fax this letter back to the Cathedral** (to my attention) at your earliest convenience. Also, please don't forget to keep a copy for your reference. Should you have any questions about the information contained herein, please do not hesitate to contact me at the number listed above, or via email at: BSCWeddings@Yahoo.com. I look forward to working with you, and am happy to assist in any way possible.

Sincerely,

Kimberly D. McDaniel, Wedding Coordinator

GUIDELINES FOR THE FLORIST (OR ANYONE ELSE DECORATING)

This form must be returned by two weeks prior to the wedding, signed by the Florist/Decorator. Keep a copy for your records. **Without this on file at the church, no decorations will be allowed to be placed.** Decorations should not obscure the simple beauty and dignity of the wedding service or the Cathedral.

1. All Cathedral décor and delivery of flowers must take place beginning no earlier than one half-hour (30 minutes) prior to the scheduled ceremony time. No exceptions will be made.
2. Do not move church furnishings. The altar candles, or any liturgical décor on the altar, may not be moved.
3. No tacks, pins, nails, staples, tape or glue may be used to fasten decorations to pews, doors, walls, etc. Any pew decorations should be attached with pew clips or ribbon. **NO TAPE** of any kind is allowed.
4. No flowers are to be placed on or in front of the altar (table) or the baptismal font.
5. Floral arrangements should be left in the church, as we are happy to have them enhance our Sunday liturgies. All pew bows and other decorations must be removed at the end of the ceremony.
6. Smoking is not allowed in the Cathedral buildings at any time.
7. Please do not bring food or drinks into the Cathedral.
8. No candles of any kind may be used (includes no unity candle arrangements).
9. Aisle clothes or runners or floral petals are not allowed in the Cathedral. Nothing, (i.e. rice, bubbles, birdseed, rose petals, etc.) may be thrown or strewn anywhere inside or outside the Cathedral.
10. The bridal couple is liable for any damage to the building or furniture done where decoration is used.

Bride: _____ Groom: _____

Wedding Date: _____ Ceremony Time: _____

Florist Company: _____ Contact Person: _____ Phone: _____

I have read these guidelines and agree to abide by them:

Signed: _____ Date: _____
Representative of Florist Company