

DECORATING THE CHURCH

An information sheet for your florist is included in this packet.

- It is vital that you coordinate plans for wedding flowers with the Trinity Altar Guild Flower Coordinator. There are several worship services each weekend and flowers are an important part of each service.
- Any service that takes place in the church is a worship service, and the decorations used must be in keeping with a worshipful atmosphere. While we want you to have the wedding you have dreamed of, the customs of the Episcopal Church and Trinity should be considered in your planning.
- You are required to leave altar flowers for use during the following Sunday services. The church program will acknowledge that flowers on the altar are given to the glory of God in thanksgiving for your marriage.
- Trinity urns and vases may not be removed from the church premises under any circumstances. Liners are available upon request.
- With the exception of the altar flowers, all flowers and decorations must be removed from the church immediately after the ceremony.
- There are 15 pews on each side of the aisle. No stanchions are permitted. For safety reasons, aisle runners are not permitted at Trinity. Small pew arrangements are allowed and are to be secured to the pews only with plastic clips. No large arrangements or foliage that may obscure the guests' view of the altar.
- The church can provide two wooden stands for flowers, which may be placed at the base of the chancel steps or at the church entry. They are 31" high and 10½" square. No other pedestals or stands may be used.
- Only real flowers and greens are to be used.
- Tape may be used only on flowers.
- No church furnishings or fixtures in any of the buildings may be removed or taken down. This includes outdoor fixtures such as benches and signs. Minimal rearrangement of some furnishings may be permitted, but only in consultation with the clergy.
- Additional candles for the Altar may be used. Candles are NOT allowed along the aisles where they could come into contact with people moving in and out of the pews. There are two 3-branch and two 7-branch candleholders that may be placed on the shelf above the High Altar. If you want to use them for your wedding, please ask the Wedding Coordinator for pictures and dimensions of the candleholders. The cost for these candles is included in the wedding fee.
- Do not throw flower petals, glitter, rice or any other items in the church that may damage furnishings or furniture or be otherwise difficult to clean up.

Weddings at Trinity

INFORMATION FOR WEDDING FLORIST

Trinity Flower Coordinator: Eleanor Baxendale
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Trinity Parish Administrator: Kristy Messler-Hunt
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- Please coordinate plans for wedding flowers with the Flower Coordinator early in your planning. There are several worship services each weekend and coordination for your ceremony is very important.
- The Altar requires two floral decorations or one center arrangement. Three arrangements, two at the side and one in the center, is an alternative. Use of the Church's brass urns, pots or boxes is preferred, but gold papier-mâché pots or baskets may be substituted. Glass should not be used on the Altar.
- The church's containers may not be removed from the church, but the urn liners can be taken, and arrangements may be brought to place in the urns, pots or boxes or on top of the boxes in trays. Dimensions and suggestions are on the back of this page.
- The overall height of flowers in a center box should not be above the foot of the cross, and flowers in side pots and boxes should not exceed the height of the cross—see dimensions at the end of this sheet.
- When white flowers are used, generous greenery is suggested as a background against the white marble. Purple or blue flowers do not show up at a distance and are likely to appear as dark spaces. Flowers must not dominate, but also should be clearly visible from the back of the church.
- The first row of pews is about 56 feet away from the foot of the Altar stairs, and the last row is 104 feet away.
- Flowers on pedestals are not allowed on the Altar steps or on the chancel steps, as they can obstruct the view of the wedding celebration from certain angles. Pots of flowers may be placed on steps from the low altar to the choir stalls.
- Flowers are placed on the Altar only by a member of the Altar Guild.
- Please make delivery arrangements with the Flower Coordinator.
- Please do not place any items on the low altar table, even when it is placed to the side in the chapel—it is not a staging area or work table. Florists may use the Sacristy for any setup they require.
- Flowers for the Chapel or the Narthex are welcome; they may also be placed on the table where the Service Bulletins and/or Guest Book are located. Flowers on the Chapel Altar may not be removed.

Flower Container Dimensions



Urns—2

15" high

9" diameter at top

Liner: 3 $\frac{3}{4}$ " diameter at base, 6 $\frac{3}{4}$ " deep

Takes 1 standard piece of oasis upright; can add small wedges at sides and back



Pots—2

7 $\frac{1}{2}$ " high

6 $\frac{3}{8}$ " diameter at base

8 $\frac{1}{2}$ " internal top diameter

11" external top diameter

Effective arrangements of urns or pots would be about 30" to 35" high from the base of the container to the top of the flowers.

Boxes (flared)—2

6 $\frac{1}{2}$ " high

16" base length

3 $\frac{1}{2}$ " base depth

24" length at top

Can fit one long or two small

trays across the top when turned upside down (instead of filling with oasis). An effective arrangement would be no higher than 25" from the bottom of the box to the top of the flowers and about 58" wide overall. It is more attractive when there is some greenery coming down an inch or more over the front edge of the box. Both boxes can be used end-to-end if a longer arrangement is desired.



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