
Policy for Wedding Flowers and Decorations

Cathedral of the Immaculate Conception

**Please provide a copy of these guidelines to your florist
and/or wedding decorator**

1. Please check-in with your Wedding Coordinator upon your arrival. She will review our floral/wedding décor guidelines with you. She will also request a copy of your business card for our files.
2. Please designate your florist, a family member, or a friend to pin and distribute flowers to those who will wear them. This is not the responsibility of the Wedding Coordinator.
3. Weddings at the Cathedral are scheduled for 5:00pm on Fridays and 11:00am and 2:00pm on Saturdays.
 - a. The set-up for Friday weddings may begin at 2:30pm
 - b. The set-up for 11:00am Saturday weddings may begin at 9:00am
 - i. On the First Saturday of the month, photography may not begin until 9:35am due to First Saturday devotions.
 - c. The set-up for 2:00pm Saturday weddings may begin at 12:30pm
4. Altar flowers are not required, but if they are used, they must be delivered and in place at least 25 minutes prior to the wedding liturgy.
5. Altar flowers may not be placed on or in front of the altar. They may be placed to the side if necessary.
6. The Cathedral can provide two pillars for flowers, or florists may bring their own pedestals or stands. These may be placed in front of the white marble backdrop.
7. Pew-end decorations may be used at regular intervals along the entire length of the aisle, but they may not be attached by pinning, gluing, nailing, tacking, taping or stapling. Elastic bands, plastic pew clips, or ribbons must be used instead.
8. Pews may never be blocked by ribbons, cords, strings, etc.
9. Aisle runners are not permitted.
10. Sanctuary floral arrangements must be done by a professional florist. Paper-mâché containers are not permitted. You must use flower containers that present no danger of leaking.

11. Sanctuary appointments such as the presider's chair, candle sticks, advent wreaths, Paschal Candle, and any art or liturgical environment *may not be altered or removed under any circumstances.*
12. Rice, birdseed, confetti, flower petals, sparklers, balloons, birds, butterflies, bubbles, etc. may not be used, thrown, or released in the Cathedral or outside the Cathedral. The Cathedral is in constant use, and because of safety, maintenance, and time concerns, these items are prohibited, including on the steps in front of the Cathedral.
13. The only candles permitted are those already in place by the Cathedral staff. Candelabra, lighted or unlighted, are not permitted in the Cathedral. Candles in the aisles or on pews are not allowed. If the couple would like to use a Unity Candle, they must supply it. The unity candle is strictly prohibited from being placed on the altar. A table will be provided for the Unity Candle.
14. All containers used for corsages, flower arrangements, etc. must be removed from the vestibule before leaving the Cathedral. This is the responsibility of the attending florist, the ushers and the family members, not the Cathedral staff. All trash must be placed in the proper trash receptacles.
15. No food or beverage is to be brought into the Cathedral. Alcoholic beverages are not permitted on Cathedral grounds.
16. It is the responsibility of the wedding couple to ensure that the florist and decorating personnel receive these policies and abide by them.
17. If you have any questions about these policies, they must be directed to the Wedding Coordinator on duty, not to the deacon or priest.
18. Any violation of these policies will be immediately addressed. Continued violations will result in the removal of inappropriate decorations and the dismissal of the florist from the building. We reserve the right to prohibit problematic florists from decorating at the Cathedral.

