

## 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**