

Instructions to the Florist

Wedding Party: _____

Bride's Address: _____

Telephone Number: Home _____ Work: _____

Date of Wedding: _____

Western Heights Baptist Church
24416 Cox Road
Petersburg, Virginia 23803

Sanctuary: _____ Fellowship Hall: _____

General Guidelines

No nails, tacks, staples, pins or anything that will mar our woodwork may be used.

We suggest church supplied candelabras be used. Any other type, such as pew-end candle stands, must have prior approval from the Wedding Committee.

Only wrapped wire that will not mar the pew-ends may be used to fasten bows.

Do Not Use Tape.

The florist must call the church office 24 hours in advance of the wedding to agree on a time for decorating the church. **Decorations must be completed at least one hour before the ceremony.**

The florist is expected to remove all decorations and equipment promptly following the ceremony. The church shall not be held responsible for any items not picked up by the florist.

Drip disks must be used under candelabras or potted plants.

The families assume, with the florist, responsibility for any damage done to the building or furniture as a result of not following the above guidelines.

If you have any questions pertaining to the above, please call the church office at 733-8172.