

Ann Vaughan  
Wedding Coordinator  
Canterbury United Methodist Church  
P. O. Box 130699  
Birmingham, AL 35213

Re: Wedding of \_\_\_\_\_  
(Name of bride and groom)

\_\_\_\_\_  
(Date and time of wedding)

Canterbury Chapel

We welcome you to Canterbury and look forward to working with you as the florist for the above referenced wedding. I have outlined our policies regarding floral arrangements during a wedding service. If you have questions, please feel free to call me at 205-903-4710. A wedding director has been assigned to the bride and can give you on-site direction and assistance. The bride can provide the director's name and telephone number.

- The Chapel needs little adornment. There is beauty and reverence in simplicity, and the spirit of worship is served by restraint in the use of flowers.
- No more than four arrangements of flowers, candles, or greenery may be used in the Chapel with NO artificial flowers or greenery. The bride has a sketch of the Chapel that illustrates where floral decorations are permitted. Arrangements placed on each side of the Altar should be no higher than the top of the cross (30 inches from the top of the pedestal to the top of the cross – 72 inches from the floor to the top of the cross). They should not hang over the Altar where they are a fire hazard for the candles and may soil the fair linen. The Altar may not be changed; nothing can be moved or removed from the Altar.
- Altar floral arrangements must be in Canterbury's containers or appropriate containers supplied by the florist. Plastic saucers as bases are not acceptable.
- ONLY family pews may be decorated with small arrangements of flowers, greenery and/or ribbon (a total of four, one at the first row and one at the end of the family pews on each side). These are to be freestanding or TIED with ribbon to the pews. No hooks/nails to the pews are permitted.

- If badges of flowers or bows are to be used on the outside of the building, they should be hung from the nails, which are below the light fixtures.

We thank you in advance for abiding by these policies. Please sign as indicated below stating that you have read the policies regarding wedding decorations and will abide by them. I have enclosed one copy of the second page for you and one copy to be signed and returned to me.

Sincerely,

Ann Vaughan  
Canterbury United Methodist Church Wedding Coordinator

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I agree to follow the wedding policies of Canterbury United Methodist Church. I have enclosed a copy of our general liability policy.

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Florist

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Date

Please return to: Ann Vaughan  
% Canterbury United Methodist Church  
P. O. Box 130699  
Birmingham, AL 35213

Bride \_\_\_\_\_

Date of Wedding \_\_\_\_\_