



Onsite Wedding Information

Instructions For The Florist/Decorator

WEDDING INFORMATION

Groom's Name:	
Bride's Name:	
Photo:	
Wedding Date:	
Time:	
Location of Wedding:	
Sanctuary (if location is Victory):	
Other:	

GENERAL GUIDELINES

- The church facilities are made beautiful for the worship of God. When floral displays are used, they must be placed in such a manner as not to cause damage. Any florist/decorator will be expected to leave the facility in the same manner that they found it. Under no circumstances should any of Victory Church's floral arrangements from the stage, lobbies, or Sanctuary be used.
- LED lights are to be used in place of candles, **as candles with flames are not allowed** because of Gwinnett Fire Marshall Safety standards. The Unity candle is the only candle allowed on stage. There are also no sparklers allowed for send-off as well.
- Helium balloons may not be used in any of the buildings, as they tend to get loose and drift to the ceiling.
- Nails, tacks, tape, staples, pins, or anything that will damage the wall may not be used.
- A designated person from the wedding party must be available to check the floral order upon its arrival to ensure its accuracy.
- The Wedding Coordinator will distribute corsages and boutonnieres. If you have a large wedding party, please ask a member of your family or a friend



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to assist with distribution.

- The florist must contact the Wedding Director at least **1 week** 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 must correspond with the Wedding Coordinator before decorating.
- The florist/ decorator 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.
- The bride and groom will be held financially responsible for any damage done to the building or furniture.
- The church properties must be left in the condition in which they were found.

If you have any questions pertaining to the above, please contact the Wedding Coordinator at:

Phone: _____

Email: _____