

Guidelines for Florist

Please give your florist this sheet. This sheet should be signed and a copy returned to the Director of Weddings prior to the wedding.

- Flowers and decorations should be delivered directly to the church and should not be delivered prior to one hour before the scheduled wedding time. Baptisms and other wedding ceremonies could be taking place prior to your wedding time, and delivery of flowers in the church is a distraction to these ceremonies.
- Natural flowers are the only appropriate floral decorations for the church.
- Due to limited space, flowers are **not** to be placed on or around the altar. Flower stands/pillars may **not** be placed on or around the altar area or steps.
- Existing flowers, decorations, and furniture in the church may not be moved. Any decorations or floral arrangements brought in to the church must be placed around existing decor.
- Any decorations attached to the pews (ribbons or flowers) **must be tied to the pew tin ribbon, pipe cleaners, string, or elastic bands. No other means may be used. The use of tape, clips, staples, nails, tacks, wire, etc. is absolutely prohibited because this will cause damage to the wood.**
- The altar candles are the **only candles** used for a nuptial ceremony. Any other form of candles is not allowed in the church for decorations purposes.
- Flowers and decorations must generally be removed from the church immediately after the wedding. However, if the wedding occurs at the end of the day, you may leave the flowers in the church for use at the weekend Masses. If you wish to take the flowers and decorations with you, please make sure someone is assigned to remove them as soon as the ceremony is finished.

Name of Florist: _____ Phone: _____

Name of Wedding Couple: _____

Date of Wedding: _____

I have received the Guidelines for Flowers and Decorations at St. Gabriel Catholic Church and I agree to abide by all guidelines.

_____ Date: _____

(signature of florist)

Guidelines for Musicians

Please give any outside musicians (contracted separately from St. Gabriel's) this sheet. This sheet should be signed and a copy returned to the Director of Weddings prior to the wedding.

- All musicians must be knowledgeable of Catholic wedding ceremonies
- The text of songs should reflect the Christian understanding of love and marriage. Please note that the music that is selected should be chosen within the Catholic guidelines for marriage liturgies. No other music, such as popular radio or loves sons, is acceptable.
- All music must be "live". Taped, recorded, or digital music is not permitted.
- The piano may not be moved at any time. Only musicians **specifically authorized by the Pastor or the Director of Weddings may play the church organ.**
- Under no circumstances may the musicians or singers use the parish sound system or other types of equipment, such as microphones, mixers, stands, etc. without the express permission and supervision of the Parish Wedding Coordinator or a St. Gabriel's representative. Our musician must check with one of the aforementioned individuals before the ceremony to guarantee that the sound system is on and working properly.

Name of Musician(s): _____ Phone: _____

Name of Wedding Couple: _____

Date of Wedding: _____

I have received the Guidelines for Music at St. Gabriel Catholic Church and I agree to abide by all guidelines. I also agree to send the Director of Weddings all song selections and equipment requests at least 30 days prior to the wedding.

_____ Date: _____

(signature of musician)

Guidelines for Photographer/Videographer

Please give a copy of this sheet to both your photographer and videographer. This sheet should be signed and a copy returned to the Director of Weddings prior to the wedding.

Before the Ceremony

- If pre-wedding photographs are desired, the photographer and bridal party may arrive no earlier than one hour before the ceremony.
- Photo sessions may be done outside on the church grounds or in the bridal room.
- We ask that there be no walking or posing in the planted areas.
- All photos should be completed at least 20 minutes prior to the scheduled wedding.

During the Ceremony

- It is highly recommended that the photographer or videographer hired to take your photos stop by St. Gabriel's prior to your wedding to see the layout of the church.
- There are only a few areas that may be used to set-up a tripod. The photographer and videographer must see the Parish Wedding Coordinator regarding these areas one hour prior to the wedding ceremony.
- Flash photography may only be used during the processional (entrance) and recessional (closing). Floodlights are not permitted.
- The processional and recessional are a part of the wedding ceremony. Even though pictures can be taken with a flash, there cannot be any altering of the ceremony such as stopping the wedding party or standing in the middle of the aisle to accommodate photography or videography.
- To avoid damage, no tape may be used on the floor at any time.
- Standing on the pews or furniture is not permitted at any time.
- To create the least amount of distraction, movement must be kept to a minimum. Feel free to walk around the back of the church during the ceremony, but it is common courtesy not to stand in front of guests.
- **The photographer or videographer may not stand anywhere in or around the altar area or ambo (reader's area) to take photos or videos.**
- No photos are permitted during the consecration of the Eucharist, starting with the "Holy, Holy, Holy" and ending with the "Great Amen".
- Photographers or videographers who conduct themselves inappropriately may be asked to leave or may not be able to return for future events.

After the Ceremony

- The church is available for one half hour after the ceremony for photos. Please plan to take the wedding party and family photos before the altar immediately following the ceremony.
- It is a good idea to have a plan of what photos you would like to have taken. Our Parish Wedding Coordinator can help facilitate the photography if provided with a planned list of photos.

Name of Photographer/Videographer: _____ Phone: _____

Name of Wedding Couple: _____ Date of Wedding: _____

I have received the Guidelines for Photography/Videography at St. Gabriel Catholic Church and I agree to abide by all guidelines.

_____ Date: _____

(signature of photographer/videographer)

Guidelines for Wedding Coordinator

Please give a copy of this sheet to your professional wedding coordinator. This sheet should be signed and a copy returned to the Director of Weddings prior to the wedding.

We ask that professional wedding coordinators respect the guidelines of St. Gabriel's regarding the use of facilities and direction of the Parish Wedding Coordinator. The Parish Wedding Coordinator and the presider will conduct the rehearsal, not a professional wedding coordinator. It is important that professional wedding coordinators are understanding of this and respectful of the fact that our Parish Wedding Coordinator is thoroughly trained to coordinate Catholic wedding ceremonies at our church.

Rehearsal

Wedding rehearsals are typically scheduled the evening prior to the wedding date. The rehearsal is scheduled at the time that the wedding is booked. Rehearsals are approximately 45-60 minutes.

It is important that all bridal party members, anyone involved in the procession (parents, grandparents, sponsors, etc.), and readers be present at the rehearsal. Please inform these participants of the importance of their attendance.

In fairness to all participants, we request that the rehearsal begins on time. If members of the wedding party are late due to work or travel, a rehearsal participant may be assigned to prepare the missing wedding party member for their part in the ceremony.

Because the full cooperation and attention of everyone at the rehearsal is essential, it is requested that there be an adult on hand to watch all small children. Food, drinks, gum, and smoking are not permitted on church grounds at any time.

Wedding Day

Each wedding party is allowed use of church facilities one hour prior to the scheduled wedding time and 1/2 hour following the wedding for photography, decorations, dressing, etc. The church facilities are locked electronically and are pre-scheduled to unlock one hour prior to the scheduled wedding time. The Parish Wedding Coordinator will be on site one hour prior to the wedding to ensure that facilities are being used appropriately. Due to scheduled Mass times and other events scheduled, it is important that your wedding party be out of the church building 1/2 hour after your wedding ceremony has ended. You must vacate the church premises by 45 minutes after the end of the ceremony due to limited parking for weddings and scheduled Masses.

Members of the wedding party should plan to be at the church no later than 1/2 hour prior to the scheduled wedding time. Weddings will begin on time regardless of late participants.

Use of the Bridal room is permitted one hour prior to the wedding. The Bridal room will remain locked throughout the wedding for the safety of the Bride and any possessions left in the room during the wedding.

Facility Guidelines

The following guidelines must be observed at all times, including the rehearsal:

- No food or drinks are allowed inside the church facilities, including the bridal room.
- Smoking is not permitted in the church, other buildings on campus, or on church property.
- Due to insurance regulations, the **throwing of articles of any kind is not allowed**. Articles include flowers, flower petals, birdseed, rice, confetti, etc. The use of bubbles and balloons are strictly prohibited. It is your responsibility to inform your guests of this policy. (Such materials could

represent a slip-and-fall hazard to your guests and members of our community as well as being tracked into the church and causing damage.)

- **Unity candles are not permitted** due to insurance and safety regulations. The Unity Candle is a tradition and is not considered a part of the Rite of Marriage.
- Safety for all is a high priority, especially the safety of children. Please inform your guests that they must provide vigilant supervision of their children during and after the ceremony. The lovely church and its grounds are inviting to children to run, jump, climb, and play. We are sure you share our desire to avoid possible injuries. Running is not permitted inside the church.
- We encourage the participation of family members and friends as ushers, lectors, and presenters of the bread and wine (during a Mass). Please discuss these choices with the presider prior to the wedding.
- The procession of the wedding party to the altar is conducted in a reverent and dignified manner. It is recommended that children in the procession be at least five years of age. If they are younger, an adult will have to be responsible to assist them during the ceremony.
- Any decorations attached to the pews (ribbons or flowers) **must be tied to the pew with ribbon, pipe cleaners, string, or elastic bands. No other means may be used. The use of tape, clips, staples, nails, tacks, wire, etc. is absolutely prohibited because this will cause damage to the wood.**

Name of Wedding Coordinator: _____

Phone: _____

Name of Wedding Couple: _____

Date of Wedding: _____

I have received the Guidelines for Wedding Coordinator at St. Gabriel Catholic Church and I agree to abide by all guidelines.

Date: _____

(signature of wedding coordinator)