



FIRST PRESBYTERIAN CHURCH OF PITTSBURGH

awakening a new generation to life in Christ

320 Sixth Avenue • Pittsburgh, PA 15222 • (412) 471-3436
www.fpcp.org • info@fpcp.org

Working Agreement for Florist or Decorator

First Presbyterian Church of Pittsburgh adheres to specific guidelines for wedding day décor for Florists and Decorators.

- The church will be open 90 minutes prior to the wedding ceremony. All decorating must be completed 30 minutes prior to the ceremony. Additional time needed must be discussed with wedding coordinator at least 3 weeks before wedding.
- Aisle runners are not permitted.
- No tape, nails, tacks, staples or kling of any kind are permitted to attach decorations.
- You may decorate candelabras and pews. No wires are permitted, use chenille stems.
- No plumosa or springerie is permitted. (or any greens that shed)
- Florist is responsible for any damages to church fixtures.
- All items must be picked up immediately the following ceremony. Vases/containers on pulpit must be purchased by the Bride. FPCP is not responsible for any damages to florists' equipment or any items left in the church one hour after ceremony.
- Deliver all bouquets to the Bride's Room. Corsages and boutonnieres (if labeled) can be left in the Narthex. Any other items must be set up and arranged by Florist.
- Florist cannot move any furniture or fixtures.
- White petals are permitted for flower girl only.
- No birdseed, rice, petals, fake snow, sparklers or confetti is permitted on FPCP grounds.
- Florist is responsible for any cleaning or sweeping from materials provided.

- No candles are permitted.
- Decorations are not permitted on organ, piano or communion table. Any questions may be referred to the Wedding Coordinator. Please submit this form one month prior to the wedding.

We sincerely appreciate your cooperation.

Name of Bride and Groom:

Wedding Date:

Name of Florist:

Name of Business:

Day-of Cell Phone:

Signature