

FBJ FLORIST DECORATING GUIDELINES

Please sign and submit electronically or print and fax to FBJ Wedding Coordinator, Terri Pigford, at 601-714-6922. Signed guidelines may also be mailed to P. O. Box 250, Jackson, MS 39205. Direct questions or comments to tpigford@fbcj.org or 601-949-1925 no later than thirty (30) days before the wedding.

Decorations should be in keeping with the beauty of the church and the sacredness of the occasion. Wedding decorations should be installed by skilled persons who will assume responsibility with extreme care.

FBJ established the following policies to help maintain the worshipful nature of the ceremony and to protect the facility and furnishings. The florist is responsible for complying with these policies. These policies apply regardless of location of the wedding within FBJ unless otherwise noted.

1. The ceremony location will open at 3:00 PM the day before the wedding, but the air conditioning will not be adjusted to accommodate flowers left overnight.
2. On the wedding day, the church will open six hours prior to the confirmed wedding time but no earlier than 7:00 AM. (Example: For a 2:00 PM wedding, the church will open at 8:00 AM.)
3. Any additional time required for decorating may be reserved through the Wedding Coordinator for an hourly rate as defined in the online Wedding Plan Booklet, APPENDIX B – FEE SCHEDULE.
4. For Sanctuary weddings, decorators have access through the College Street doors. For Chapel weddings, the Chapel's front door on President Street is opened for decorators.
5. For Fellowship Hall East receptions, decorators will enter under the Mississippi Street covered drive-thru. For Fellowship Hall West, Chapel Dining Room, and Chapel Parlor receptions, decorators will enter through the Mississippi Street door marked "Fellowship Hall West."
6. Reception areas may be reserved the day before the wedding for set-up and decorating at an hourly charge (see APPENDIX B – FEE SCHEDULE) for a maximum of four hours.
7. No decorations are to be attached to the ceilings in any venues.
8. Flowers may be left for Sunday and placed in the Sanctuary or an atrium area in celebration of your wedding and then donated to the FBJ Floral Committee for shut-ins. Donated flowers must be left in a disposable container. To have this listed in the Sunday worship bulletin, please mark accordingly on your *Wedding Plan* (found online). It is important to communicate with your florist if you plan to do this.
9. After the wedding, florists are responsible for removing interior and exterior decorations and cleaning the decorated area of any leaves, loose dirt, etc. Wedding decorations cannot be stored at the church unless prior arrangements have been made. Borrowed or rented items will not be the responsibility of FBJ.
10. The florist or decorator will not have access to FBJ equipment for use in decorating (including ladders, access to the electronic lift, etc.)
11. Nails, tacks, staples, pins, tape, adhesives, or anything that will mar woodwork or furniture cannot be used.
12. No decorations or candles are to be placed on organs, pianos, or that obstruct a musician's view of the wedding processional.
13. In the Chapel, glass lamps and candles cannot be placed down the aisle.
14. In the Chapel, No decorations may touch or attaché to any part of the organ pipes or the easement covering the pipes. Candles and candelabras must be placed at least ten inches away from the organ pipe easement.

15. In the Sanctuary, only flameless, battery-operated candles may be used on the aisles.
16. When candles are used, the FBJ Housekeeping Director provides a fire resistant cloth that must be placed under all candles. Thin plastic, paper, and green floral tissue are not acceptable as fire resistant cloths.
17. Only spring-load candles or high quality tapers may be used in candelabras. Candles cannot be placed in windows.
18. Some candles lit for photos before the ceremony may need to be replaced before the wedding hour.
19. All potted plants must have saucers or plastic placed under them to protect carpet from spillage.
20. If pews are to be decorated, the fasteners must be padded.
21. No furniture, instruments, or plants may be moved about to accommodate decorations. Only FBJ Facilities personnel are permitted to move furniture, podiums, large plants, etc. Organs or pianos are never to be moved.
22. Aisle runners are not permitted.
23. All greenery, hymnals, and Bibles are to remain in place.
24. Wreaths may be placed on the exterior doors using attachment screws that are in place. You may NOT add additional hooks or screws. Permission must be granted to remove Christmas door wreaths to accommodate November or December wedding decorations.
25. A kneeling bench, measuring 12 inches deep by 49 inches wide is available at no charge.
26. Two 9-branch brass candelabra are available for either Sanctuary or Chapel weddings. See APPENDIX B – FEE SCHEDULE.
27. Each florist is responsible for following the signed *Florist Guidelines* (found online under Vendor Policies at <http://firstbaptistjackson.org/planning-your-wedding>). Failure to follow these guidelines will result in a charge to the florist equal to the bride’s FBJ deposit for the wedding ceremony venue and/or reception venue as applicable. Failure to pay the charge to FBJ within 30 days of the wedding date will result in forfeiture by the bride of her wedding ceremony venue and/or reception venue, as applicable, deposit(s) and the florist will be prohibited from serving another wedding at FBJ.
28. Neither FBJ nor the Wedding Committee is responsible for any loss or damage to the florist’s equipment, nor are they responsible for any equipment or supplies left accidentally at the church.
29. Smoking and alcoholic beverages are not permitted on FBJ property at any time.

I have read the above wedding policies and agree to follow them. If I do not, I will not serve another wedding at First Baptist Jackson.

Bride’s Name

Wedding Date

Florist/Company Name (please print)

Contact Phone/Email Address

Signature

Today’s Date