

# **CHURCH OF ST. MICHAEL – STILLWATER, MN**

## ***REQUEST FOR CHURCH DECORATIONS***

***Below are a few helpful guidelines to use when planning church decorations for your wedding. Please be respectful of our policies! Thank you for your cooperation.***

*If you have any specific questions, call St. Michael's Wedding Coordinator at 651/439-4400.*

1. **Flowers:** You may place flowers on the large marble altar. Flower arrangements may also be placed on the side altars (the Mary and Joseph altars). You **cannot** place any flowers on the wooden altar table. Also, we recommend that flowers **not** be placed on the floor in front of the altar, as these flowers will probably not be seen and also are easily "bumped" over by the wedding party.  
  
*If you wish to donate two bouquets to be placed on St. Michael's main altar for the weekend of your wedding, please discuss this option with the wedding coordinator. Options include obtaining these bouquets through your florist, or arranging the donation through our church. A "Thank You" to you will appear in our church bulletin on the weekend of your wedding. Bouquets purchased for donation must be left at St. Michael's when you leave, and will remain in place through the next Sunday.*
2. **Green Plants:** St. Michael's has a small selection of green plants that may be on the main or side altars. Please leave these plants, and all other St. Michael's decorations, in place.
3. **Unity Candle:** You will need to supply your own Unity Candle (3-inch diameter) and the two side candles (1-inch diameter). Our church provides the unity candle stand at no charge. You or your florist may choose to decorate the candle stand with flowers or ribbon.
4. **Candelabra/Main Altar Candles/Other Candles:** St. Michael's has 4 candelabra you may use at no charge. The candles we provide will already be in the holders. The candelabra may be placed at the main altar (2) or on the side altars (1-2 each); the large candles WILL remain at the main altar. Candles **cannot** be placed in holders on the pews due to fire code.
5. **Bows/Ribbons:** You may place bows and/or ribbons on the aisle sides of the pews. Some couples also place bows on the church doors and/or railings. **No nails, wire or staples can be used to attach bows/ribbons.** All bows/ribbons must be removed after the ceremony.
6. **Aisle Runner:** Because aisle runners many times cause problems (the runner gets wrinkled and stained easily, and may cause people to trip – especially women with sharp heels), we recommend that you do not use a runner. If you do want a runner, you can obtain one through your florist. Our aisle is 100 feet long. Your ushers can fasten the runner in place immediately before the wedding procession begins. The runner must be removed after the ceremony.
7. **Flower Petals:** If your flower girl tosses flower petals, we ask that the flower petals be white to prevent carpet staining. Someone from your wedding party (assistant, friend, etc.) should be appointed by you to pick up the petals after the ceremony.
8. **Rice/Bird Seed/Confetti/Bubbles:** Rice, birdseed or confetti **may not be thrown** in the church or on the grounds. Soap bubbles (small plastic containers with "wands") may be used **outside**, but be cautioned that soap bubbles do stain silk and satin garments, including wedding party outfits.

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Bride: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Groom: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Date of Ceremony: \_\_\_\_\_ Time: \_\_\_\_\_  
 Date of Rehearsal: \_\_\_\_\_ Time: \_\_\_\_\_

**RETURN THIS FORM EVEN IF YOU CHOOSE NOT TO USE ANYTHING LISTED HERE.**  
**BE SURE TO READ THE DESCRIPTIONS ON THE REVERSE SIDE OF THIS FORM**

Check Selections

Total \$/Item

**I HAVE READ THIS FORM AND I CHOOSE NOT TO USE ANY OF THE  
ITEMS LISTED HERE**

**Donation of Altar Flowers (to be left in church)** Cost: \$125. \_\_\_\_\_  
*This option may not be available during certain liturgical seasons –2 bouquets  
 make arrangements through the Wedding Coordinator.*

**Unity Candle STAND** \_\_\_\_\_

**Unity Candle TABLE** \_\_\_\_\_

*NOTE: This option should be chosen ONLY if your unity candle  
 will not fit into the unity candle stand*

**Candelabra (includes currently placed candles)** 2 or 4: \_\_\_\_\_

**Table At Back For Guest Book** \_\_\_\_\_

**Table At Back For Preparation Of Gifts** \_\_\_\_\_

How many people are carrying up the gifts?

**TOTAL AMOUNT ENCLOSED WITH THIS FORM:** \$ \_\_\_\_\_

*(Make checks payable to "Julie Terwey." Write "Wedding Environment" on check's memo line  
 NOTE: Fees associated with this form are in addition to the regular stipend paid for the use of the church)*

BE SURE TO SUBMIT THIS FORM (AND ANY MONEY THAT MAY BE REQUIRED)  
 FOR PROCESSING TO: WEDDING COORDINATOR,  
 ST. MICHAEL'S PARISH, AT LEAST TWO (2) MONTHS PRIOR TO WEDDING