

## Information for the Florist

We are pleased that you have been asked to participate in a wedding at St. Andrews Presbyterian Church. We look forward to working with you and hope the following guidelines will be of help to you as you plan the floral arrangements and decorations for the upcoming wedding.

Our sanctuary does not require extensive decoration to make it a place for beautiful services such as weddings. The following guidelines are given to preserve the spiritual atmosphere and safeguard the furnishings of the church.

Liners for the vases may be obtained through the church office. The church provides two black, wrought-iron candelabras to couples at no charge. The chancel does not lend itself to an over abundance of additional greenery. The florist should check with the wedding coordinator on the placement of additional decorations. An aisle runner is not necessary, but is permissible if the couple so desires.

The church furniture, carpet, and flooring must be protected at all times. Staples, nails, tape, and other items that may cause damage may not be used on the pews or elsewhere. Persons responsible for decorating the church will be responsible for any damage done to the building or furniture.

The florist may supply pew markers (e.g. greenery with bows) for reserved seating if the couple so desires. These markers may be attached to the pews in a way that causes no damage to the pews.

All decorations should be removed immediately following the wedding in order for the church to be ready for other services.

### **St. Andrews Presbyterian Church**

600 South Twelfth Street  
Lebanon, PA 17042  
Phone: 717.272-9933  
E-mail: standrews@comcast.net

## Information for the Photographer

St. Andrews is happy that you will be participating in an upcoming wedding and wants to help you and the wedding party in every way possible with your task of recording this special time in the lives of this couple with photographs. The staff of St. Andrews strives to see that all weddings go as smoothly as possible for all concerned. The church has established certain policies and guidelines to assist you with regards to photography. We trust these guidelines will assist you as you, together with us, strive to do the very best job for the wedding couple.

No flash photographs are to be taken in the sanctuary once the minister begins speaking during the service. Other pictures may be taken (without flash) during the service, provided that the photographer is unobtrusive and the camera is silent. Flash pictures may again be taken at the time of “the kiss” through the recessional.

When the service is completed, the wedding party may return to the sanctuary for the taking of pictures.

The pastor or wedding coordinator will be available for instruction on acceptable locations for the taking of pictures. We look forward to working with you to make this a special day for the wedding couple.

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## **Information for the Videographer**

St. Andrews is happy that you will be participating in an upcoming wedding and wants to help you and the wedding party in every way possible with your task of recording this special time in the lives of this couple with a video. The staff of St. Andrews strives to see that all weddings go as smoothly as possible for all concerned. The church has established certain policies and guidelines to assist you with regards to videography. We trust these guidelines will assist you as you, together with us, strive to do the very best job for the wedding couple.

No additional lighting is to be used in the sanctuary once the minister begins speaking during the service (during the processional is permitted). Video taping is permitted during the service (without additional lighting), provided that the videographer is unobtrusive and the camera is silent. Additional lighting may again be used from the time of “the kiss” through the recessional.

When the service is completed, the wedding party may return to the sanctuary for the taking of pictures. Video equipment must be stationary at the designated place for the entire service and must be set up prior to the arrival of guests.

The pastor or wedding coordinator will be available for instruction on designated stations for video equipment. We look forward to working with you to make this a special day for the wedding couple.

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