

# MADONNA DELLA STRADA CHAPEL

## FLORIST AND DECORATION GUIDELINES

Please send this sheet to your florist.

1. Weddings are celebrated on Saturdays at 11:00am, 1:00pm, and 3:00pm.
2. Altar flowers are not required, but if they are used, they must be delivered and in place 30 minutes prior to the scheduled start time of the wedding. Altar flowers may only be placed on top of the two marble pillars provided by the chapel that stand on either side of the tabernacle.
3. A Loyola University Chapel Coordinator will be on duty for each wedding and can meet the florist in the chapel. Any questions about these policies must be directed to the Chapel Coordinator on duty, not to the deacon or priest.
4. Flowers may not be placed on the altar table or in front of the altar table, nor may they be placed on the tabernacle or in front of the tabernacle.
5. Decorations of any type may NOT be affixed in any way to the colonnade on the altar. Nor may any decorations wrap around the colonnade.
6. Nothing may be attached to the ends of the chairs along the aisle or to any other furnishings in the chapel. This includes, but is not limited to, bows, ribbons, foliage and candles.
7. Aisle runners are not permitted in the chapel. This is due to University insurance policy.
8. Altar floral arrangements must be arranged by a professional florist. Paper-mache containers are not permitted. Only flower containers that present no danger of leaking can be used.
9. Altar appointments such as the ambo (pulpit where the readings are proclaimed), presider's chair, lectern, candlesticks, banners, altar cloths, advent wreaths, paschal candle, any existing art or environment including florals and greens may not be altered or removed under any circumstances. Keep in mind that different colors are used in the chapel during the varying liturgical seasons throughout the year. The general calendar:

Advent, dark violet

Christmas season, white

Winter ordinary time, green

Lent, purple

Easter season, white

Pentecost weekend, red

Summer ordinary time, green

Expect to find some of these colors present in the chapel and/or on the altar. These items may not be removed or altered. Questions regarding any seasonal colors being used on your wedding day may be directed to the Chapel Coordinator.

10. Flower petals, rice, confetti, birdseed and balloons may not be used, thrown or released inside or outside the chapel. The chapel is in constant use and it is not feasible to clean up such items.
11. Bubbles are approved for use outside the chapel following the ceremony. Please dispose of any bubble containers before leaving the grounds.
12. The only candles permitted are those already in place by the chapel staff. Candelabra, lighted or unlighted, are not permitted in the chapel. Candles in the aisles or on the chairs are not allowed. If a unity candle is provided it must be placed on the marble pillar located at the base of the altar and provided by the chapel staff. The unity candle is *strictly prohibited* from being placed on the altar.
13. All containers used for corsages, bridal party flowers, etc. must be removed from the chapel before leaving. This is the responsibility of the attending florist and/or wedding couple, not the chapel staff.
14. Food and beverage are not allowed in the chapel. Alcoholic beverages are not permitted in the chapel.
15. It is the responsibility of the wedding couple to ensure that the florist receive these policies and abide by them.
16. Adaptations to these policies may be made at any time by Loyola University Chicago.
17. Any violation of these policies will be immediately addressed. Continued violations will result in the removal of inappropriate decorations and the dismissal of the florist from the chapel.