

MADONNA DELLA STRADA CHAPEL

FLORIST AND DECORATION GUIDELINES

Please send this sheet to your photographer and videographer.

1. Weddings are celebrated on Saturdays at 11:00 am, 1:00 pm, and 3:00 pm.
2. Altar flowers are not required, but if they are used, they must be delivered and in place 30 minutes prior to each liturgy.
3. Altar flowers may not be placed on the altar or in front of the altar, nor may they be placed on the tabernacle or in front of the tabernacle.
4. Decorations of any type may NOT be affixed in any way from the colonnade in the sanctuary. Nor may any decorations wrap around the colonnade. Flowers may only be placed between the pillars on stands that the chapel provides.
5. Nothing may be attached to ends of the chairs in the aisle or to any other furnishings in the chapel. This includes, but is not limited to, bows, ribbons, foliage or candles.
6. Aisle runners are not permitted due to University insurance policy.
7. Sanctuary floral arrangements must be done by a professional florist. Paper-maché containers are not permitted. You must use flower containers that present no danger of leaking.
8. Sanctuary appointments such as the ambo (pulpit), presider's chair, lectern, candle sticks, banners, altar cloths, advent wreaths, the paschal candle and any art or environment 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. This is a 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 church or in the sanctuary. 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.
9. Flower petals, rice, confetti, birdseed and balloons may not be used, thrown or released in the chapel or outside the chapel. The chapel is in constant use and there is no way to clean up from such items.
10. 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 pews are not allowed. The unity candle must be placed on the marble pillars provided by the chapel. The unity candle is *strictly prohibited* from being placed on the altar.
11. All containers used for corsages, floral arrangements etc. must be removed from the vestibule before leaving the chapel. This is the responsibility of the attending florist, not the chapel staff.
12. No food or beverage is to be brought into the chapel. Alcoholic beverages are not permitted in the chapel.
13. It is the responsibility of the wedding couple to ensure that the florist and decorating personnel receive these policies and abide by them.
14. If you have any questions about these policies, they must be directed to the chapel coordinator on duty, and not to the deacon or priest.
15. Adaptations to these policies may be made at any time by Loyola University Chicago.
16. 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.