

## *Information for Decorators*

We would like to welcome you to Providence Baptist Church as you assist the bride in creating a beautiful setting for the wedding ceremony. Church staff will be available to answer your questions and help you access areas of the church to be used. We ask that you help us be good stewards of church property by complying with the following:

- ❖ Please be considerate of the carpet and furniture in placing decorative items.
- ❖ Use only fasteners which will not permanently mark furnishings; wrapped wire, chenille or ribbon are recommended (no nails, tacks, staples, adhesives, or bare wire).
- ❖ Metal-cylinder candles are recommended for use in the ceremony.
- ❖ Flower petals dropped along the aisle during the ceremony should be from silk flowers.
- ❖ Please clean up after decorating.
- ❖ Decorations should be removed after the wedding. The church does not have a place to store items until the following week. Rental items must be removed or picked up the day of the wedding.
- ❖ Artificial trees may be rearranged within the room you are preparing. Please do not pull arrangements or décor items from other areas of the church.
- ❖ The church is a smoke-free environment.

Access to the church building during weekday business hours is at the back of the building. Please check in with the receptionist and obtain a visitor badge; return the badge and check out on departure. For Friday night or Saturday deliveries, access will be through the canopy entrance on the side of the building; a security guard will be on duty at the desk.

If you have questions, please call the church office (326-3000) and ask to speak with the Wedding Administrative Assistant. She will be glad to assist you.

The church has the following items which may be available for use in weddings or receptions held in the **main building**:

- ❑ Kneeling bench
- ❑ Tall and short white cubes
- ❑ Decorative pillars
- ❑ Pew markers
- ❑ Folding screens
- ❑ Tabletop holders for unity candle set
- ❑ Mirrored trays } (need to be cleaned
- ❑ Hurricane globes } after use)

In the **Delta Lake Center**, the following items are available:

- Kneeling bench
- Two wood & metal stands
- Decorative pillars
- Tabletop holders for unity candle set
- Mirrored trays } (need to be cleaned
- Hurricane globes } after use)