

Igreja de Nossa Senhora da Assunção dos Portugueses
Our Lady of the Assumption of the Portuguese Church
P. O. Box 2030 (2602 S. Walnut Rd.) Telephone: (209) 634-2222 . Fax: (209)634-2366
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MEMO TO FLORISTS

1. Floral arrangements may be delivered to the church **1 hour prior to ceremony**, unless other arrangements are made directly with the coordinator (Lassalet Ponceano 632-3472). Please do not contact parish office for delivery of flowers. Office is closed on Saturdays.
2. A **maximum of 2 floral arrangements and 2 candelabra** may be placed in the sanctuary area of the church as indicated by the Wedding Coordinator.
3. No church furnishings (table, seats, candles, etc.) are to be moved from their prescribed positions.
4. The unity candle may be placed on a table provided by coordinator not on the Alter.
5. There should be **ample protection of the cement floor from any wax** from the unity candle/candelabra with suitable plastic.
6. Bows and floral decorations attached to the pews must be affixed with **rubber bands**. Adhesive or masking tape **may not be used** as it leaves a residue or strips the varnish.
7. Candles are not to be attached to the pews. Free-standing candles and floral decorations are not to line the aisle or be placed at the end of the pews. This obstructs the view of the sanctuary and constitutes a hazard in case of fire or other emergencies.
8. Adhesive or masking tape **may not be used** to hold down runners because they remove the varnish on the cement floor. There are steel bars stored in the vestment closet in the sacristy that may be used. The kneeler may be useful in holding down the front end of the runner.
9. Thank you for helping us to offer beauty and simplicity to those who worship in this space. We are open to your suggestions.