

Date: July 8, 2009

To: All Brides

From: Luther Ferris, Coordinator of Liturgy

Re: Arrival Times for the Wedding Party

The goal of the staff at St. Mark the Evangelist Church is to make your wedding day as picture perfect as possible. **It is imperative that you and your wedding party arrive on time. The arrival time at the church is ONE HOUR PRIOR TO THE WEDDING.** This rule is strictly enforced at St. Mark the Evangelist Catholic Church.

The wedding party is defined as: the bride, groom, parents/stepparents of bride and groom, bridesmaids, groomsmen, ushers, ring bearers, flower girls, and grandparents.

We strive to ensure a perfect wedding free of stress and crisis. The only way to guarantee this is with proper planning which includes allowing enough time for each task. There are things to be done before the wedding, once the wedding party arrives. We need ONE HOUR with the wedding party.

We appreciate your cooperation with this request. We hope that your wedding day will be a day that you and your families will remember fondly. It is sure to be with your help in arriving at the church on time. It will be a very relaxed and pleasant event that you will fully enjoy, as you should.

St Mark the Evangelist Catholic Church
9724 Cross Creek Blvd., Tampa, Florida, 33647
Office (813) 907 7746 Fax (813) 907 7556

Bridal Rules For The Use Of The Church For Weddings

St. Mark the Evangelist Church welcomes you to our parish on the occasion of your wedding. Marriage in the Catholic Church is a Holy Sacrament and we treat every wedding with the dignity appropriate for any sacrament in the Catholic Church. For this reason, we have certain rules for weddings pertaining to all couples requesting to be married in St. Mark the Evangelist Church.

1. Professional wedding coordinators may attend but not take an active part in the rehearsal without the express permission of the priest. Luther Ferris customarily guides the wedding party through the ceremony process.
2. Wedding stipend: \$700. Half is due at the time of the reservation and the remaining half due 30 days later. The wedding stipend includes: use of the church and operating expenses, Bride and Groom preparation rooms, the Music Director, the Wedding Coordinator, and the priest.
3. Wedding Party *MUST ARRIVE ONE HOUR* prior to the wedding.

REHEARSALS

1. The wedding party is expected to arrive promptly at the designated rehearsal time. The wedding party has **ONLY (1) hour** for your rehearsal. If anyone in the wedding party is late, a stand-in will be designated for the purpose of the rehearsal.
2. The wedding party is expected to give Luther their undivided attention so that the rehearsal can be carried out expeditiously.
3. If a visiting priest (Not from St. Mark's) is officiating it is his responsibility to conduct the rehearsal.

ATTENDANTS:

1. The maximum number of attendants allowed in the Sanctuary is **5 bridesmaids and 5 groomsmen**. This includes Junior Bridesmaids and Junior Groomsmen.
2. People other than the bridal party to be escorted down the aisle in a "special manner" will be restricted to parents, step-parents, and grandparents.
3. Children acting as Ring Bearer or Flower Girl should be **at least 5 years old**.
4. Please help us to maintain the reverence and dignity of the church by informing members of the bridal party to refrain from chewing gum and drinking alcoholic beverages prior to the rehearsal and the wedding ceremony.

BRIDES ROOM:

1. The bride and bridal party must arrive at the church fully dressed for the wedding. The Bridal room is only for waiting and for finishing touches (corsages, flowers for the wedding party, final instructions, photos, etc.)

MISCELLANEOUS:

1. NO FOOD, DRINK, OR ALCOHOL IS ALLOWED ON THE PREMISES.
2. NO rice, birdseed, etc. may be thrown at the church inside or out. No bubbles are allowed inside the church building. Please use these, if desired at the end of your reception as the bride and groom leave.
3. We ask, due to time limitations, that receiving lines and the signing of the Guest Book occur at the reception.

FLORAL DECORATIONS

1. No flowers from December 25-January 6, and at Easter time. Christmas poinsettias remain in the Sanctuary through 1/6. Easter weekend until the following weekend, lilies will be in the Sanctuary. During other times of the year: only (2) flower arrangements are allowed. They may be placed on either side of the Sanctuary or in front of the altar. No floor plants or floor standing arrangements. If a candelabra at the altar is desired, it must be approved by the Liturgical Coordinator and must have glass wax cuffs.
2. NO AISLE CANDLES OF ANY KIND ARE ALLOWED.
3. Pew bows are allowed. They must be attached to the chairs without damaging the chairs. No tacks, wire, tape, staples or plastic clips without padding will be allowed.
4. NO AISLE RUNNERS OF ANY KIND ARE ALLOWED.
5. THE FLORIST MUST PROVIDE A PERSON TO PIN BOUTONNIERES, DISTRIBUTE CORSAGES, ETC.
6. Two Kneelers and Two chairs are provided for the wedding couple. Chairs for the wedding party are provided.
7. The florist must set up (1) hour prior to the wedding. THE FLORIST MUST WAIT OUTSIDE WHILE THE MASS IS IN PROCESS AND WILL NOT PUT ANYTHING IN THE THENARTHEX UNTIL AFTER THE PARISHIONERS HAVE LEFT. All equipment, decorations, and floral refuse must be removed from the church immediately following the wedding to avoid anything being thrown out. St Mark will not be responsible for any equipment or decorations left in the church.

PHOTOGRAPHERS:

1. ABSOLUTELY NO FLASH photography during the Mass or Ceremony Proper. The Ceremony Proper is defined as the moment the couple enters the Sanctuary. During the ceremony, only available light photography is allowed.
2. **No still photography is allowed within the Sanctuary during the Mass or ceremony.** Photographers must stay in the center aisle, half way down the aisle.
3. Photographers must NOT impede the processional.
4. **Photographers are not allowed to shoot the processional from the head of the aisle.**
5. Only (20) twenty minutes is allowed after the wedding for photos and videos.
6. Only formal shots of the wedding party and the immediate family are allowed in the church after the wedding. Inappropriate photos (i.e.; bride on groom's knee, groomsmen kissing the bride, bride lying on the altar steps, etc.) are not allowed.
7. If photos are to be taken in the church before the wedding, the wedding party must arrive one hour before the wedding.

VIDEOGRAPHERS:

1. Direct video light is NOT allowed at any time in the church.
2. Videographers may set only one camera near the Sanctuary in a pre-designated position and one at the back of the church.
3. **Videographers may not move around the Sanctuary or church during the Mass or ceremony. They may not shoot the processional from the head of the aisle.**
4. Only (20) twenty minutes are allowed after the wedding for videos and photos.

LIMOUSINE SERVICES:

1. Make sure that you give accurate and clear directions to the pick up location and to the church.
2. The bridal party should arrive to the church NO LATER THAN ONE HOUR PRIOR to the wedding. This time is needed for last minute primping, restroom, final instructions, "before photos".
3. The Groom and Groomsmen must arrive ONE HOUR PRIOR to the wedding. They will need to get their boutonnieres and final instructions for escorting the guests to their seats.
4. If the photographer plans to take photos before the wedding at the church, this time needs to be figured into the arrival time at the church.
5. Limo driver may drop the Bride off at the side drive to the right of the Piazza circle. This will enable Bride and Bridesmaids to have easy and quick access to the church building.
6. The Limo driver may, after the ceremony, park in the Piazza Circle driveway to receive the Bride and Groom.

MUSIC:

The music chosen for your wedding must be liturgically proper and in keeping with the requirements of the Catholic Church.

1. No secular music is allowed for the wedding ceremony or Mass for any reason.
2. All music arrangements for your wedding must be arranged through Luther Ferris, Liturgical Coordinator, Telephone: 813-907-7746, ext. 330. Call two months prior to the wedding to schedule the appointment.
3. The Music Director plays for all weddings at St. Mark's Church. Special requests need to be cleared in advance with Luther Ferris, Liturgical Coordinator.

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WEDDING RULES FOR PHOTOGRAPHERS

St Mark the Evangelist Catholic Church welcomes all photographers to participate in creating a memorable wedding day for our brides and grooms. In an effort to maintain the dignity of the Sacrament of Marriage according to the Rite of the Roman Catholic Church we require your cooperation with the following rules:

1. **Absolutely NO flash photography during the Mass or Ceremony Proper.** The Ceremony Proper is defined as the moment the couple enters the Sanctuary. During the ceremony, only available light photography is allowed.
2. No still photography is allowed within the Sanctuary during the Mass or ceremony. Photographers are not allowed to move around the church during the Mass or ceremony. The photographer must stay in the center aisle
3. Photographers must not impede the processional.
4. Photographers are not allowed to shoot the processional from the head of the aisle. Photographers should shoot the processional from a pew at the middle of the aisle, stepping aside as each person approaches.
5. ONLY 20 MINUTES are allowed after wedding for photos and videos.
6. Only formal shots of the wedding party and the immediate family are allowed in the church. No inappropriate shots (ie: bride on grooms knee, groomsmen kissing bride, bride lying on the altar steps, etc.) are allowed.
7. If photos are to be taken at the church prior to the wedding, the wedding party must arrive no later than one hour prior to the wedding.

*Failure of a photographer to comply with the above rules will result in the said photographer being prohibited from working at St. Mark the Evangelist Catholic Church. Please sign below that you have read and agree to the above rules and return this agreement to the St. Mark the Evangelist Liturgical Coordinator.

Wedding: _____

Wedding Date: _____

Name of Photography Studio (Print)

Phone Number of Studio

Name of Photography Studio (Print)

Signature of Photographer

Date

St Mark the Evangelist Catholic Church
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WEDDING RULES FOR FLORIST

St Mark the Evangelist Catholic Church welcomes all florist to participate in creating a memorable wedding day for our brides and grooms. In an effort to maintain the dignity of the Sacrament of Marriage according to the Rite of the Roman Catholic Church we require your cooperation with the following rules:

1. No flowers from December 25-January 6, and at Easter time. Christmas poinsettias remain in the Sanctuary through 1/6. Easter weekend until the following weekend, lilies will be in the Sanctuary. During other times of the year: only (2) flower arrangements are allowed. They may be placed on either side of the Sanctuary or in front of the altar. No floor plants or floor standing arrangements. If a candelabra at the altar is desired, it must be approved by the Liturgical Coordinator and must have glass wax cuffs.
2. NO AISLE CANDLES OF ANY KIND ARE ALLOWED.
3. Pew bows must be approved by the wedding coordinator. Our church uses upholstered chairs and attachments to these chairs will be difficult. NO wire, tacks, staples, or tape may be used.
4. NO AISLE RUNNERS OF ANY KIND ARE ALLOWED.
5. THE FLORIST MUST PROVIDE A PERSON TO PIN ON THE BOUTONNIERES, AND DISTRIBUTE THE CORSAGES AND BOUQUETS.
6. A kneeler for the bride and groom will be provided and chairs will be provided for the wedding party.
7. The Florist must set up one hour before the wedding. Florists must wait outside the church while Mass is in process, and may not bring anything into the narthex until after the parishioners have left the church. All equipment and floral refuse must be removed immediately after the wedding to avoid anything from being thrown out. St. Mark the Evangelist Church will not be responsible for the equipment or decorations left in the church.

* Failure to comply with the above rules will result in the said florist being prohibited from working at St. Mark the Evangelist Catholic Church. You must have prior approval of all floral arrangement from the church coordinator. Please sign below that you have read and agree to all of the stated rules and return this agreement to St. Mark the Evangelist Church to the attention of the Liturgical Coordinator.

Wedding: _____

Wedding Date: _____

Company (Print)

Phone Number of Florist

Name of Florist (Print)

Signature of Florist

Date

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WEDDING RULES FOR VIDEOGRAPHERS

St Mark the Evangelist Catholic Church welcomes all photographers to participate in creating a memorable wedding day for our brides and grooms. In an effort to maintain the dignity of the Sacrament of Marriage according to the Rite of the Roman Catholic Church we require your cooperation with the following rules:

1. Direct video light is NOT allowed at any time in the church.
2. Videographers may set only ONE camera near the Sanctuary in a pre-designated position and one at the back of the church. (see diagram)
3. Videographers may not move around the Sanctuary or church during the Mass or ceremony. They may not shoot the processional from the head of the aisle.
4. Only (20) twenty minutes are allowed after the wedding for videos and photos.

*Failure of a videographer to comply with the above rules will result in the said videographer being prohibited from working at St. Mark the Evangelist Catholic Church. Please sign below that you have read and agree to the above rules and return this agreement to the St. Mark the Evangelist Liturgical Coordinator.

Wedding: _____

Wedding Date: _____

Name of Studio (Print)

Phone Number of Studio

Name of Videographer (Print)

Signature of Videographer

Date