



Basilica of the Sacred Heart
University of Notre Dame
322 Coleman-Morse Center
Notre Dame, IN 46556

Weddings in the Basilica of the Sacred Heart: Guidelines and Policies for Florists

These guidelines are prompted by fire and safety regulations and are also necessary to ensure proper order in the Basilica. Please direct any immediate questions to the Basilica wedding coordinator or sacristan on duty.

1. The regularly scheduled times for weddings on available Saturdays are 9:00 a.m., 11:00 a.m., 1:00 p.m. and 3:00 p.m. and Fridays at 1:00 p.m. and 3:00 p.m. Couples are allotted two hours of time in the Basilica, beginning 30 minutes prior to their liturgy (i.e. the 11:00a.m. wedding has access to the Basilica from 10:30a.m.-12:30p.m.).
2. Florists have access to the Basilica 30 minutes prior to the scheduled wedding time. Flowers are not required, but if they are used, they must be delivered and placed 30 minutes prior to each liturgy.
3. If using boutonnieres, it is required that men are to be pinned prior to entering the Basilica.
4. Sanctuary floral arrangements are not recommended, and if used must be created by a professional florist. Containers must present no danger of leaking, and may be placed in front of the altar, but not on top of it. Only Basilica staff are permitted to place objects on the altar in preparation of the liturgy. (Altar measurements: 92" wide at the top; 84" wide at the base; 40" high. The front of the altar to the steps is seven feet. This space must accommodate the bride, groom and presider).
5. Wedding couples getting married on the same day may share floral arrangements. If interested in doing so, please contact the liturgy office for more information.
6. Couples are not permitted to move or remove anything from the sanctuary area or on the altar. This includes candlesticks, banners, altar cloths, etc.
7. Pew bows, ribbons and foliage, if used, are to be fastened to the ends of the pews by ribbon, elastic or rubber bands only. Candles may not be used in any pew decorations. Pew decorations must be removed immediately following the wedding liturgy by the couple/family or the florist. Basilica wedding coordinators are never responsible for removing decorations. The center aisle of the Basilica contains 24 rows of pews.
8. The following are never permitted inside, or outside of, the Basilica:
 - Aisle runners
 - Flower petals, rice, birdseed, glitter (including on the programs), confetti or balloons, or anything else that would be thrown or released.
 - Structures such as an arch, or chuppah or any other structure



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- Props such as wagons or signs, or any other prop
9. All containers used for corsages, floral arrangements, etc. must be removed from the Basilica at the conclusion of the ceremony. This is the responsibility of the attending florist, not the Basilica wedding coordinator.
 10. Because the Basilica is a sacred space and a wedding a formal occasion, all florist personnel are required to wear proper attire at all times and in all circumstances (i.e. no jeans, short skirts or jumpers, shorts, tank tops or spaghetti straps, t-shirts, sweat shirts, yoga pants or any athletic attire, flip flops, sneakers, etc. Acceptable options include, but are not limited to, slacks, blouses, dresses, polos and button down shirts).
 11. No food or beverage is to be brought into the Basilica. Alcoholic beverages are not permitted in the Basilica or anywhere on campus.

Thank you for your cooperation!