

2019 ALTAR FLOWER REQUEST FORM

Name _____ Phone _____

Date Desired _____ Number of Vases ____1 ____2

Check Number _____ Amount _____

Please complete the following as it should appear in the bulletin:
(Please print neatly)

IN HONOR OF:

BY: _____

IN MEMORY OF:

BY: _____

Please check one:

_____ I (We) understand that flowers are to be picked up at the church by noon on Tuesday.

_____ I (We) wish to make the flowers available to someone else after they are placed in the Sanctuary.

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Office Use:

Received By: _____

Date check was received: _____

DIRECTIONS FOR 2019 ALTAR FLOWERS

1. Fill out the **2019 Altar Flower Form**, providing all of the information requested. Please note: If you wish to have the flowers following worship on the day they are placed in the sanctuary, they will be kept until Tuesday noon. After that time they will be removed from the church. *No reminders to pick up flowers will be given. A listing of all of the donations for the calendar year will be posted.*

2. Please fill out a **SEPARATE** form for **EACH DATE** you wish to honor or memorialize someone with flowers.

3. Submit a check with the form(s) made out to **Spruce Run Lutheran Church**, and indicate **“Altar Flowers”** in the memo line on the check.

4. Reservations are permanent only upon receipt of payment. Dates requested will be reserved on a “first paid” basis.

5. The cost is \$20.00 per vase. Again, no final reservation date will be accepted without a check.

6. Once your reservation and payment have been received, your name will be placed on the chart by Karen.

Questions? Please call the office at 537-4824