

Flower Arranging Guidelines

- Flowers are usually left just outside the flower room. As you arrive and periodically during your shift please bring them in and place in water, taking any cards or envelopes to main Reception.
- Flowers may be used to create arrangements if required for patients' birthdays or wedding anniversaries. You may also be requested to create a basket for management or the volunteer co-ordinator to give as a get-well wish for a poorly member of staff or volunteer
- Apart from the above instances flowers or containers must not be taken out of the building.
- Any flower arrangements in patient rooms should be watered as necessary, dead flowers removed, and then must be returned to the same place as they will be patients' personal flowers. Always ask patients before throwing any flowers away and only take flowers from one room at a time so that you can remember where they came from.
- If any visitors wish to place any flowers in the chapel to mark a special occasion it must be gently explained to them that we do not leave cards on show because it may sometimes cause upset to the patients and families using the chapel. They are welcome to put the card in the Book of Remembrance cabinet.

Suitability

Flowers bring a lot of pleasure

but can also cause upset if it is obvious that they are from funerals. To avoid this:

- You will often need to rearrange flowers from funerals before display in order to avoid displays in public areas (including the Chapel and Viewing Room area) resembling any kind of wreath or coffin-top (elongated) display. For the same reason please also ensure that all cardholders are removed.
- Please avoid red and white displays – some people are superstitious!
- Please liaise with staff in each area as appropriate regarding suitability



Location / Quantity

- Small arrangements may be placed on the tables in the Reception area, the patients sitting areas on the wings, the overnight rooms (situated on either side of the domestic kitchen), the family room, the courtyard and in the small sitting areas dotted about the unit.
- Please do not put vases directly on the floor or place vases / displays on any unprotected surface that may be damaged by water.
- Please do not put too many flowers in the same area – to avoid overloading, excess flowers can be used in Brian House and Linden Centre reception
- Short-stemmed flowers can be given to the main kitchen to avoid wastage
- If there are still flowers left over, please leave in buckets or vases in the flower room for using the following day.

Thank you for your support – it is much appreciated.

