

# Floral Events Wedding Planner

## Contact Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Preferred Contact Method: (Home Phone | Cell Phone | Work Phone | Email )

## Wedding Information

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_ (AM | PM)

Wedding Location: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Church Contact/Wedding Coordinator: \_\_\_\_\_

Phone: \_\_\_\_\_

Wedding Setup Time: \_\_\_\_\_ (AM | PM)

Wedding Teardown Time: \_\_\_\_\_ (AM | PM)

# Floral Events Wedding Planner

## Bride

	#	Price	Total
<b>Bridal Bouquet</b>			
<b>Portrait Bouquet:</b> <i>Need two week notice</i>			
<b>Toss Bouquet:</b>			
<b>Bridesmaids:</b>			
<b>Flower Girl</b>			
Basket:			
Pomander:			
Halo:			
<b>Ring Bearer</b>			
Pillow:			
<b>Boutonnieres</b>			
Groom:			
Groomsmen:			
Ushers:			
Ring Bearer:			
Fathers:			
Grandfathers:			
Readers:			
Soloists:			
Others: <i>Please list:</i>			
<b>Corsages</b>			
Mothers:			
Grandmothers:			
House Party:			
Readers, Soloists & Special Ladies:			
<b>Hotel Guest Baskets</b>			

# Floral Events Wedding Planner

## Ceremony

	#	Price	Total
<b>Church Arrangements:</b>			
Church Risers (YES   NO) Floral Events Risers (YES   NO)			
<b>Aisle:</b>			
<i>Other Aisle Treatment:</i>			
<b>Unity Candle Greenery:</b>			
<b>Other Church:</b>			

# Floral Events Wedding Planner

## Reception

	#	Price	Total
Location: _____ Address: _____ _____ Phone: _____ Reception Contact: _____ Phone: _____ Setup Time: _____ (AM   PM) Teardown Time: _____ (AM   PM) Guest Book: _____			
<b>Entry</b>			
<b>Cake</b> (Tiered   Stacked) <i>Please circle one</i> Top: Layers: Bottom:			
<b>Grooms Cake:</b>			
<b>Buffets:</b>			
<b>Tables:</b>			
<b>Toss Petals:</b>			

# Floral Events Wedding Planner

## Other Information

Church delivery and setup: \_\_\_\_\_

Church pick up if rentals used: \_\_\_\_\_

Reception delivery and set up: \_\_\_\_\_

Reception pick up if rentals used: \_\_\_\_\_

*NOTE: Floral Events does not move church arrangements to the reception*

## Consultation

Initial consultation: No charge

Additional consultation without deposit: \$50 per hour

It was a pleasure meeting with you. Please feel free to call me at any time with questions or comments or to discuss other options. I have included options not discussed for your consideration.

A non-refundable deposit of \$541.25 (including tax) is required to reserve the date and any rental equipment.

Payment in full is due 8 days before the wedding date for advance ordering of flowers. Floral Events will make every effort to use flowers as ordered. However, flowers may be substituted depending on availability in the wholesale market.

We highly recommend event insurance.

Subtotal: \_\_\_\_\_

Tax: \_\_\_\_\_

Total: \_\_\_\_\_

# Floral Events Wedding Planner

## Wedding Contract

Date of wedding: \_\_\_\_\_

Bride's Name: \_\_\_\_\_

Groom's Name: \_\_\_\_\_

Non-refundable wedding deposit of \$500.00 plus tax (\$541.25) is due to secure above date. Services will be performed as discussed and presented on Floral Event. Inc. 6 page wedding form.

Bride/Groom/Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Floral Events Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_