

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

Bride's Name: _____

Groom's Name: _____

Wedding Date: _____ Time: _____ (AM | PM)

Wedding Location: _____

Address: _____

Phone: _____

Church Contact/Wedding Coordinator: _____

Phone: _____

Wedding Setup Time: _____ (AM | PM)

Wedding Teardown Time: _____ (AM | PM)

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Bride

	#	Price	Total
Bridal Bouquet			
Portrait Bouquet: <i>Need two week notice</i>			
Toss Bouquet:			
Bridesmaids:			

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Flower Girl			
Basket:			
Pomander:			
Halo:			
Ring Bearer			
Pillow:			
Boutonnieres			
Groom:			
Groomsmen:			
Ushers:			
Ring Bearer:			
Fathers:			
Grandfathers:			
Readers:			
Soloists:			
Others: <i>Please list:</i>			
Corsages			
Mothers:			
Grandmothers:			
House Party:			
Readers, Soloists & Special Ladies:			
Hotel Guest Baskets			

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Ceremony

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

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Church Aisle Grid

Bride: _____ Groom: _____ Date: _____

Altar

	1	
	2	
	3	
	4	
	5	
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	7	
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	35	

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Reception

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

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FLOREALS
EVENTS

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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 two weeks 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: _____

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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. 8 page wedding form.

You may still make changes after you are contracted with us. Please let us know major changes at booking or soon following.

Bride/Groom/Representative Signature: _____ Date: _____

Floral Events Representative Signature: _____ Date: _____