



Wedding Plan Outline

Today's Date _____

Wedding Plan for: _____

General Information

Phone Number: _____ Email Address: _____

Date of Ceremony: _____ Time of Ceremony: _____

Ceremony Location: _____ Address: _____

Wedding Coordinator or POC: _____ Phone: _____

Delivery Time and Details: _____

Primary Details

Indoor/Outdoor: _____

Season or Theme: _____

Colors and Accent Colors: _____

Budget: _____

Flowers to be used: _____

IMPORTANT DETAILS: _____

Bride

Height: _____

Dress Details: _____

Style of Bouquet: _____

Pictures Enclosed: _____ OR Selection #'s _____

Flowers: _____

Items to be included: _____

Finishing details: _____

Additional Instructions: _____

Bride's Attendants

Maid/Matron of Honor: _____ Bridesmaids: _____

Junior Bridesmaids: _____ Ages: _____

Dress Details: _____

Attendant Details: _____

Style of Bouquets: _____

Pictures enclosed: _____ Selection #'s: _____

Flowers: _____

Other Details: _____

Flower Girls: Number: _____ Ages: _____ Dress Details: _____

Style: _____

Flowers: _____

Boutonnieres

Men will be wearing: _____

Details to NOTE: _____

_____ Groom _____

_____ Best Man _____

_____ Groomsmen _____

_____ Ring Bearers (Ages _____) _____

_____ Fathers _____

_____ Grandfathers _____

_____ Officiant _____

_____ Ushers _____

_____ Other _____

Corsages

Mother of the Bride: Dress Color: _____ Wrist / Pin / Both / Nosegay

Flowers: _____

Mother of the Groom: Dress Color: _____ Wrist / Pin / Both / Nosegay

Flowers: _____

_____ Grandmothers _____ Wrist / Pin / Both / Nosegay

Flowers: _____

_____ Special Guests: _____ Wrist / Pin / Both / Nosegay

Ceremony Setting

Altar or Focal Flowers / Arrangements:

Style / Selection Numbers _____

Flowers: _____

Placement: _____

Columns: Ours: _____ Brides: _____ Other: _____

Other Ceremony Flowers: _____

Entrance, Narthex, Door details: _____

Virgin Mary Altar: _____

Pew / Chair Decorations: Number of Rows and Aisles _____ / _____

Aisles Decor: _____

Other Details for the Ceremony:

Reception

Cocktail Hour:

Highboy Tables: # _____ Guest Tables: # _____ Linens: _____

Reception

Guest Tables: # _____ Types: _____

Linens _____

Description, Selection #'s: _____

Containers / Vases: Brides: _____ Ours: _____ To be returned: _____

Flowers and Colors: _____

Head Table: _____ Sweetheart table: _____ King's Table: _____

Description, Selection #'s: _____

Flowers and Colors: _____

Cake, Cake Table: Bakery: _____

Style of Cake, # of Tiers: _____

Cake Top: _____

Other Cake Flowers: _____

Table Decor: _____

Other: _____

Thank you! for choosing Oviedo Florist for your special day! We are so excited to be a part of it!

Please keep us informed of any additional or changing details. You may call or email at any time. If you'd like to come in, just call ahead to ensure our consultant is available - and not with another appointment. We like to provide you with the undivided attention your wedding deserves.

We require a \$100.00 deposit. This deposit applies to the wedding; but is not refundable. Please understand that until we receive the deposit, this estimate is not binding - and we have not reserved the date for your wedding. **Until the deposit is paid, we are NOT "booked" for your wedding. Further, the balance of the wedding is due in full one week before the wedding.** We will always accommodate last minute additions to your order - IF WE CAN! - but they must be paid for at that time. We never accept payments on the day of the wedding.

Once your deposit is received, flowers and supplies will be ordered from our suppliers, growers, and wholesalers. However, final work on your wedding will not take place until the wedding is paid in full.

So that your wedding receives the attention it deserves, you can be assured that we will schedule other weddings, parties, etc. carefully so that it will not conflict with your event. While we may accept other weddings, parties, etc. the same day as yours; rest assured that we will not let one event conflict with another. We always plan accordingly and consider the time requirements for each event and watch this carefully. We have a GREAT and very experienced staff that enables us to service more than one wedding each day - so every event is delivered and serviced properly.

Deposit Received: Date: _____ Amount: _____

Balance due IN FULL on or before: _____

A credit card number or a deposit may be required for items loaned to you for your event by our shop - whether you are charged a rental fee or not. Your deposit will be refunded in full when the items are returned by the due date and are not damaged or lost. Items not returned by the due date may result in forfeiture of all or part of your refund.

Invoice #: _____

Items to be returned to Oviedo Florist: _____

_____ on or before date: _____