

Florist Checklist

Rest easy knowing you haven't forgotten a single detail, or a single flower, when finding your florist.

MAKE SURE YOU...

Request detailed proposals from your two favorite florists based on your style and budget.

PROPOSAL #1: _____

PROPOSAL #2: _____

- Read reviews
- Finalize your florist vendor decision
- Confirm reservation(s) in writing (email or hardcopy)

CONTACT

PHONE

EMAIL

WEBSITE



REVIEW YOUR CONTRACT

- Are all the names correct?
- Is contact information correct?
- Are date and times correct?
- Is venue location specified? (Provide address to florist)

ADDRESS: _____

- Set up time specified? TIME: _____
- Is delivery time specified? (If relevant)

TIME: _____ DELIVERY PERSON: _____

- Are delivery and setup fees included?

FEES: _____

- Deposit specified? DEPOSIT: _____
- Balance due date specified?

BALANCE DUE: _____ DATE: _____

- Cancellation policy clear?
- Is there an itemized list of all the floral arrangements ordered, including flower names?
- Is there a list of anything you are renting from the florist, such as vases or an arch?
- Is anything else that the florist will supply specified?
- Is the name of the florist working the event specified?

FLORIST: _____ PHONE: _____

- Other: _____

FLORIST CHECKLIST QUESTIONS CONTINUED

DECIDE ON FLORAL DETAILS

- Quince's Natural Bouquet: _____
- Damas' Bouquets: _____
- Artificial (Silk) Bouquet: _____
- Boutonnieres: _____
(chambelanes, ushers, fathers, grandfathers)
- Corsages: _____
(mothers and grandmothers)
- Floral Head Wreath: _____

CEREMONY ARRANGEMENTS:

- Wreaths: _____
- Flowers for around the alter: _____
- Flowers to line the aisles: _____
- Other: _____
- Other: _____

RECEPTION ARRANGEMENTS:

- Centerpieces: _____
- Flowers for Head Table: _____
- Cake Flowers: _____
- Cake Table Flowers: _____
- Flowers for Arch or Doorway: _____
- Other: _____
- Other: _____
- Other: _____

SIGN THE FINAL CONTRACT!

NOTES ABOUT YOUR FLOWERS
