

Oviedo Florist  
1419 W Broadway Street  
Oviedo, FL 32765



## Wedding Plan

Consultation Date: \_\_\_\_\_ Consultant: \_\_\_\_\_

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

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

## General Information

Date of Ceremony: \_\_\_\_\_ Time of Ceremony: \_\_\_\_\_

Ceremony Location: \_\_\_\_\_

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

Coordinator/POC: \_\_\_\_\_ Phone: \_\_\_\_\_

Delivery Time and Details: \_\_\_\_\_

\_\_\_\_\_

## Primary Details

Budget: \_\_\_\_\_

Indoor / Outdoor Season or Theme: \_\_\_\_\_

Colors: \_\_\_\_\_

Flowers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Important Details: \_\_\_\_\_

\_\_\_\_\_

Oviedo Florist  
1419 W Broadway Street  
Oviedo, FL 32765

## *Bride*

Dress Details: \_\_\_\_\_

Style of Bouquet & Flowers: \_\_\_\_\_

\_\_\_\_\_

Height: \_\_\_\_\_ Pictures Enclosed: \_\_\_\_\_ Selection #: \_\_\_\_\_

Personal Touches/Items: \_\_\_\_\_

Finishing Details: \_\_\_\_\_

Toss Bouquet: \_\_\_\_\_

Additional Notes: \_\_\_\_\_

## *Bride's Attendants*

**Maid/Matron of Honor:** \_\_\_\_\_ **Bridesmaids:** \_\_\_\_\_

Jr Bridesmaids: \_\_\_\_\_ Ages: \_\_\_\_\_

Dress Details: \_\_\_\_\_

Attendant Details: \_\_\_\_\_

Pictures Enclosed: \_\_\_\_\_ Selection #'s: \_\_\_\_\_

Flowers and Style: \_\_\_\_\_

\_\_\_\_\_

Other Details: \_\_\_\_\_

**Flowers Girls:** \_\_\_\_\_ **Ages:** \_\_\_\_\_

Dress Details: \_\_\_\_\_

Flowers and Style: \_\_\_\_\_

\_\_\_\_\_

Other Details: \_\_\_\_\_

Additional Notes: \_\_\_\_\_

Oviedo Florist  
1419 W Broadway Street  
Oviedo, FL 32765

## *Groom and Boutonnieres*

Men Will Wear: \_\_\_\_\_

Details to Note: \_\_\_\_\_

\_\_\_\_\_ **Groom:** \_\_\_\_\_

\_\_\_\_\_ Best Man: \_\_\_\_\_

\_\_\_\_\_ Groomsmen: \_\_\_\_\_

\_\_\_\_\_ Ring Bearers: \_\_\_\_\_ Ages: \_\_\_\_\_

\_\_\_\_\_ Fathers: \_\_\_\_\_

\_\_\_\_\_ Grandfathers: \_\_\_\_\_

\_\_\_\_\_ Officiant: \_\_\_\_\_

\_\_\_\_\_ Ushers: \_\_\_\_\_

\_\_\_\_\_ Other: \_\_\_\_\_

Additional Notes: \_\_\_\_\_

## *Corsages*

**Mother of the Bride** Wrist / Pin-On / Both / Nosegay Dress Color: \_\_\_\_\_

Flowers: \_\_\_\_\_

**Mother of the Groom** Wrist / Pin-On / Both / Nosegay Dress Color: \_\_\_\_\_

Flowers: \_\_\_\_\_

\_\_\_\_\_ **Grandmothers** Wrist / Pin-On / Both / Nosegay

Flowers: \_\_\_\_\_

\_\_\_\_\_ **Special Guests:** \_\_\_\_\_ Wrist / Pin-On / Both / Nosegay

Flowers: \_\_\_\_\_

Additional Notes: \_\_\_\_\_

Oviedo Florist  
1419 W Broadway Street  
Oviedo, FL 32765

## *Ceremony Setting*

Focal Flowers or Altar Arrangements: \_\_\_\_\_

\_\_\_\_\_

Flowers and Style: \_\_\_\_\_

\_\_\_\_\_

Placement: \_\_\_\_\_

\_\_\_\_\_

Columns: Ours \_\_\_\_\_ / Brides \_\_\_\_\_ / Other \_\_\_\_\_

Loans/Rentals: \_\_\_\_\_

\_\_\_\_\_

Other Ceremony Flowers: \_\_\_\_\_

\_\_\_\_\_

Entrance, Narthex, or Door Details: \_\_\_\_\_

\_\_\_\_\_

Number of Rows/Aisles: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Aisles and Seating Decorations: \_\_\_\_\_

\_\_\_\_\_

Additional Notes: \_\_\_\_\_

\_\_\_\_\_

Oviedo Florist  
1419 W Broadway Street  
Oviedo, FL 32765

## *Reception*

### *Cocktail Hour*

Number of High Tables: \_\_\_\_\_ Flowers: \_\_\_\_\_

Amount of Guest Tables: \_\_\_\_\_ Flowers: \_\_\_\_\_

Linens: \_\_\_\_\_

### *Reception*

Number of Guest Tables: \_\_\_\_\_ Types: \_\_\_\_\_

Linens: \_\_\_\_\_

Flowers and Style: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Containers/Vases: Ours \_\_\_\_\_ / Brides \_\_\_\_\_ / Other \_\_\_\_\_

Rentals: \_\_\_\_\_

Head Table: \_\_\_\_\_ Sweetheart Table: \_\_\_\_\_ King's Table: \_\_\_\_\_

Flowers and Style: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Cake Style: \_\_\_\_\_

Bakery: \_\_\_\_\_ Number of Tiers: \_\_\_\_\_

Cake Top and Flowers: \_\_\_\_\_

\_\_\_\_\_

Cake Table Décor: \_\_\_\_\_

Additional Notes: \_\_\_\_\_

\_\_\_\_\_

Oviedo Florist  
1419 W Broadway Street  
Oviedo, FL 32765

## *Estimate*

Consultation Date: \_\_\_\_\_ Consultant: \_\_\_\_\_

\*Written estimates expire two weeks after they are issued at the time of the consultation. A deposit must be placed to secure the booking date and confirm this estimate amount.

This estimate applies to the wedding of: \_\_\_\_\_

Order Details	Qty	Price	Ext. Price

TAX	x 0.07	
-----	--------	--

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

Oviedo Florist  
1419 W Broadway Street  
Oviedo, FL 32765



## *Terms and Conditions*

Thank you for choosing Oviedo Florist to be a part of your wedding day! Please review the following terms and procedures regarding your wedding, as discussed in the consultation:

### ***Deposit and Payments***

1. An initial deposit is required to secure the amount specified in the estimate and the booking date of the wedding. The deposit applies to the wedding order, but is not refundable. If the wedding is cancelled, the deposit is forfeited and cannot be applied to any other purchase.
2. Deposits apply to the wedding order as quoted in the most recent estimate.
3. You may make payments on the balance at any time. We do require that the wedding be paid in full one week prior to the wedding date.
4. By signing this contract, you confirm that you accept all charges detailed in this agreement.

Initial Deposit of \$ \_\_\_\_\_ paid on \_\_\_\_\_.

Balance of \$ \_\_\_\_\_ due on / by \_\_\_\_\_.

### ***Delivery***

1. Personal flowers, such as bouquets, boutonnieres, corsages, and ceremony decorations are usually delivered two hours prior to the ceremony start time. All boutonnieres and corsages will have a name tag attached, to identify to who they are for.
2. Reception centerpieces and decor are delivered approximately two hours before the start time of the reception. This does, however, depend upon the time and convenience of the venue/caterer.

Deliveries: \_\_\_\_\_

---

### ***Loans and Rentals***

1. You are responsible for returning all rented items following your wedding by the specified date or Oviedo Florist will retrieve these items from your event location(s) for a fee.
2. Missing or damaged rental items may be subject to additional charges. We require a credit card on file to secure our loaned and rented items.

Loaned/Rental Items Include: \_\_\_\_\_

---

Loans/Rentals Will Be Returned on / by: \_\_\_\_\_

Oviedo Florist  
1419 W Broadway Street  
Oviedo, FL 32765

*Credit Card Information*

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration: \_\_\_\_\_ CCV: \_\_\_\_\_ Zip Code: \_\_\_\_\_

***Further Consultations and Changes to the Original Order***

1. As time progresses there will probably be minor changes, additions, or deletions. We will be happy to review details with you on your wedding order, but we request you make an appointment so we can ensure your wedding gets our full attention.
2. Phone calls and emails are always welcome and we will respond as promptly as possible.
3. All details will be final at the time the final bill is paid, at least one week prior to the wedding.
4. Any changes to the Wedding Plan must be agreed upon by both parties and any additions will be billed in addition to the most recent estimate.

***Additional Terms***

1. Oviedo Florist reserves the right to cancel/void this contract if at any time we feel the obligations cannot be met.
2. Where specific varieties of flowers or colors are defined, Oviedo Florist reserves the right to make substitutions of flowers of equal value with the client's approval. This may become necessary due to market conditions and availability.
3. Our staff is contracted to do the work explicitly detailed in this agreement and will work under a strict time schedule to complete the job. Any further day-of tasks at the event, including but not limited to helping set up non-floral decor, lighting candles, arranging archways, or other requested activity requiring our time that was not previously discussed and listed in the Wedding Plan is subject to additional fees based on our hourly rates.
4. In the event of fire, natural disaster (i.e. hurricanes), or emergencies, liability is limited to full refund of all monies paid.
5. In the event the wedding is cancelled:
  - a) up to two months in advance, all monies (excluding the initial deposit) will be refunded
  - b) less than two months in advance, our ability to refund will be dependent on supplies, products, and items purchased or ordered that cannot be returned or cancelled

***By signing below, you agree to the terms of this agreement and understand the procedures we will follow regarding your wedding. The initial deposit is due at this time. Oviedo Florist will proceed with the information written on the most current Wedding Plan Form in fulfilling the wedding order.***

Client Name (Print): \_\_\_\_\_

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Consultant: \_\_\_\_\_

Consultant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Oviedo Florist  
1419 W Broadway Street  
Oviedo, FL 32765



## *It's Official – We're Your Wedding Florist!*

Thank you for choosing Oviedo Florist to be a part of your wedding day! Your contract is final and your deposit is in! Here's everything you need to know going forward:

### ***Payments***

- You may make payments on the balance at any time!
- We do require that the wedding be paid in full one week prior to the wedding date.

Initial Deposit of \$ \_\_\_\_\_ paid on \_\_\_\_\_.

Balance of \$ \_\_\_\_\_ due on / by \_\_\_\_\_.

### ***Loans and Rentals***

- You are responsible for returning all rented items following your wedding by the specified date or Oviedo Florist will retrieve these items from your event location(s) for a fee.

Loaned/Rental Items Include: \_\_\_\_\_

\_\_\_\_\_

Loans/Rentals Will Be Returned on / by: \_\_\_\_\_

***What if I need to make a change to my order?*** – No problem! Call us or send us an email us with your small changes, like adding an extra boutonniere. For big changes, like changing your color scheme, feel free to schedule an additional consultation!

***What if I have a question about my wedding order?*** – Phone calls and emails are always welcome! We're here for you!

***What if I know I'll need some extra help with décor and set-up on my wedding day?*** – We're happy to help! If you know of something you'll need our assistance with, let us know and we'll add it to your Wedding Plan. We will work it into the time schedule allotted for our floral delivery and discuss any extra charges with you ahead of time!

***What if I need some extra \*unanticipated\* help on my wedding day?*** – Our staff is contracted to do the work explicitly detailed in the Wedding Plan and will work under a strict time schedule to complete the job. Any requested tasks at the wedding requiring our time that was not previously discussed and listed in the Wedding Plan is subject to additional fees.