

# How to request a flower & décor quotation for your wedding: A Flower & Décor Brief

Name & Surname of Bride:	
Cell number of Bride:	
Email address of Bride:	
Name & Surname of Groom:	
Cell number of Groom:	
Email address of Groom:	
Wedding Date:	
Wedding Venue:	
Estimate number of guests:	
Budget for flowers: (be realistic)	
Budget for décor: (be realistic)	

Firstly provide the florist with your contact and wedding details so he/she can check availability and stock quantities.

Tell the florist about your OVERALL idea and the colour scheme: Add an image. (Try to specify what you like in the image)

What flowers do you like? (Add an image or google the name if you don't know)  
The florist will inform you if the flower is in season in your wedding month or if it will suit your budget. The florist will also provide you with an alternative or ideas to stay in budget.

## **Bouquet:**

Add an image that you LOVE for the bridal bouquet.  
Add an image/idea that you want your bridesmaids to have (or flower crowns) and mention how many bridesmaids you plan on having.

## **Boutonnieres:**

Add an image/idea you LOVE for the groom's boutonniere.  
Add an image/idea you LOVE for the groomsmen boutonniere. (Mention quantities)  
Mention how many boutonnieres you'll need (Fathers, Stepfathers, MC, Grandfather and other male members of intimate family)

### **Corsages:**

Add an image you LOVE of a corsage for the female members of your intimate family. (Mothers, Stepmothers, Grandmothers). It can be a wrist corsage or a pin-on corsage.

### **Ceremony area:**

Tell the florist what your idea is in the chapel. Mention whether it will be indoor or outdoor.

Mention whether you'll need:

- Draping on the arch
- Flowers on the arch
- Flowers & Candles for the registry table
- Flowers for the pulpit
- Flowers down the aisle (perhaps tied to the chairs or Shephard's Hooks)
- Aisle runner
- Baskets for flower girls to toss petals when walking in
- Confetti
- Confetti baskets

### **Canapés area:**

Ask the florist for a bunch of flowers in a vase to be used with the Harvest Table/Canapés that can later be moved to the buffet area.

Remember to request extra flowers for:

- Female bathrooms
- Easels with seating plan/welcome board

### **Reception area:**

Try to mention the sizes of your wedding venues tables (for in case the florist has not worked at your venue before) or whether the tables are round or rectangular. Mention anything and everything (from floral swings to the smallest ribbon)

Main table:

Mention your idea for the backdrop of the main table (naked bulbs, fairy lights, flowers, greenery, Marquee letters).

Mention whether bride & groom will be seated alone or with family.

Add an image of a main table you like – so the florist can get an idea of what you imagine for your wedding.

Guest table:

Mention how many tables you'll be making use of and how many guests will be seated at each table.

Add a few images of the flower and décor ideas you have. Remember to mention what you like in each picture.

Mention whether you would need:

- Runners
- Tablecloths
- Under plates
- Material Napkins
- Alternative cutlery, crockery or glasses to what the venue provides (ex. Rose Gold cutlery or pink wine glasses)
- Candles
- Candle Sticks
- Table numbers

Other:

- Flowers, décor and linin for gift table, wine station, candy buffet (if applicable)
- Flowers for the cake

Ask the vendor to please add their breakage deposit, set-up, labour and transport fees on your quotation.

Ask the florist whether they can assist with seating charts & welcome boards.

Remember: The more info you give the florist upfront, the more accurate the quotation will be. The document doesn't have to be formal, just understandable. It can be digital, or a physical mood board you can scan in.

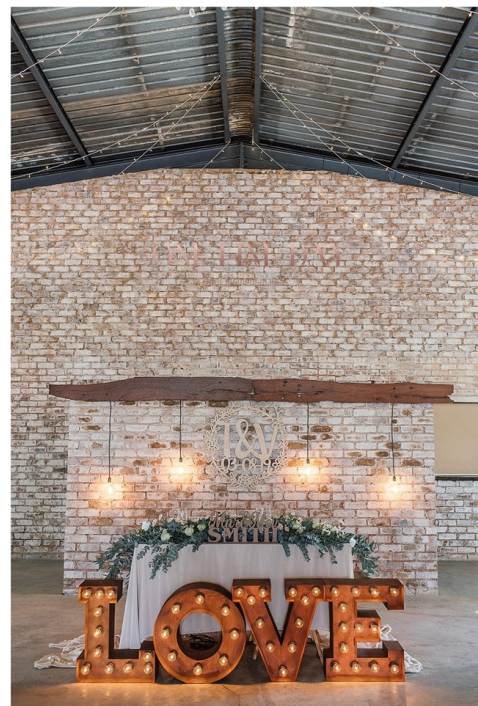
Most florists will arrange a meet and discuss appointment with you (at the venue, their showroom or a coffee shop) to discuss all the minor details and make recommendations – before doing a formal table mock-up (at the venue or their showroom).

Remember that the flower market works on an auction basis, and that the flower prices is not guaranteed. Be patient when you are waiting for your quotation, as the vendor is busy with research to find the most accurate prices. No décor company owns everything, so on top of the flower market – the florist also needs to source specific décor from another vendor. If you decide to not use the vendor any more – please let them know that their services will not be needed anymore and provide a reason (this way a company can grow).

It is very important to trust your florist, that he/she will execute your ideas in the most practical/in-budget ways. The gorgeous Pinterest pictures is not always achievable in South Africa, as they can't always get a hold of the exact same candle sticks as in your images. A good vendor will always provide their best services to you as most companies is small businesses that put heart and soul into every wedding.

Here is a small example of a flower and décor brief in regards to the main table:

I saw this picture of a wedding you did at the venue we chose for our big day. It gives us a bit of reassurance that you have worked at the venue before, as you are familiar with the space. Me and the groom love this idea (picture on the right) for the main table. Would it be possible to add even more greenery on the wall (above the wooden panel)? We will be seated alone and want our table to be a bit more extravagant then our guest tables. The Venue we booked has a warm white fairy light in the roof, so it is important to us that the naked bulbs and marquee letters is also a warm white - so it matches. We would like to add Rose Gold candle sticks with either dinner candles or cylinder candles. We would love to have the glass under plates with a pink-ish floral serviette. For the main table we want a tablecloth to cover our legs, in the same colour as the guest table runners. We want to be quoted on the Rose Gold cutlery (but will decide later on whether we'll be using it or stick with the silver cutlery from the venue). Although our colour palette is green, blush, dusty pink, hints of red, rose gold and white – we really do not want the shades of pink to take over. Main table size: 1,5m x 0,9m



It is as easy as that. You can type this in an impersonal way and send it to more than one florist.