

Oviedo Florist
1419 W Broadway Street
Oviedo, FL 32765



Wedding Plan

Consultation Date: _____ Consultant: _____

Client Name(s): _____

Phone: _____ Email: _____

General Information

Date of Ceremony: _____ Time of Ceremony: _____

Ceremony Location: _____

Reception Location: _____

Coordinator/POC: _____ Phone: _____

Delivery Time and Details: _____

Primary Details

Budget: _____ Rentals: Venue / Company: _____

Indoor / Outdoor Season or Theme: _____

Colors: _____

Flowers: _____

Important Details: _____

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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:** _____

Dress Details: _____

Flowers and Style: _____

Other Details: _____

Jr Bridesmaids: _____ **Ages:** _____ **Dresses:** _____

Flowers and Style: _____

Other Details: _____

Flower Girls: _____ **Ages:** _____ **Dresses:** _____

Flowers and Style: _____

Other Details: _____

Other Attendants: _____

Pictures Enclosed: _____ Selection #'s: _____

Additional Notes: _____

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: _____

Flowers: _____

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

Flowers: _____

_____ **Grandmothers** Wrist / Pin-On / Both / Nosegay

Flowers: _____

_____ **Special Guests:** _____ Wrist / Pin-On / Both / Nosegay

Flowers: _____

Additional Notes: _____

Ceremony

Aisle Arrangements: _____

Flowers and Style: _____

Chair Arrangements: _____

Flowers and Style: _____

Arbor / Arch: _____

Arch Source: Venue / Rental Company / Ours / Other: _____

Flowers and Style: _____

Other Ceremony Flowers: _____

Flowers and Style: _____

Our Rentals: _____

Columns: Ours ____ / Brides ____ / Venue ____ / Other _____

Non-floral Set-Up: _____

Entrance, Narthex, or Door Details: _____

Number of Rows: _____ Number of Guests: _____ Time Photos Start: _____

Delivery Notes: _____

Additional Notes: _____

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Cocktail Hour

Number of High Tables: _____ Flowers: _____

Amount of Guest Tables: _____ Flowers: _____

Linens: _____

Reception

Number of Guest Tables: _____ Types: _____

Linens: _____

Flowers and Style: _____

Containers and Vases: Ours _____ / Brides _____ / Other _____

Our Rentals: _____

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

Flowers and Style: _____

Cake Style: _____

Bakery: _____ Number of Tiers: _____

Cake Flowers: _____

Cake Table Décor: _____

Delivery Notes: _____

Additional Notes: _____



Wedding Contract

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.

1. Securing Oviedo Florist's Services

- a. An initial **deposit** is required to:
 - i. Secure the "Estimated Total" **price** for Oviedo Florist's services as confirmed in the most recently issued "Estimate" and "Wedding Plan": \$ _____
 - ii. Secure the **date** for Oviedo Florist's services to be rendered, as confirmed in the most recently issued "Estimate" and "Wedding Plan": ____ / ____ / _____
- b. "Estimates" and "Wedding Plans" are automatically voided two weeks from the consultation date if no deposit is paid. In the absence of a deposit payment, even within two weeks of the consultation date, Oviedo Florist still reserves the right to:
 - i. Make changes to the "Estimate" and "Wedding Plan" in the areas of pricing, availability of our staff, availability of flowers, and other items as would be necessary to fulfill all promised services.
 - ii. Void any "Estimate" or "Wedding Plan" in the interest of serving other weddings.
- c. The deposit is applied to the wedding order total price and services described in the "Estimate" and "Wedding Plan" most recently issued.
- d. The deposit is not refundable.
- e. This contract can only be signed in conjunction with a deposit payment; any contract signed without payment of the deposit is not valid and will not be honored by Oviedo Florist.

2. Payment Schedule

- a. A payment schedule is agreed upon by Oviedo Florist and the client, and is listed below. The final payment for the remaining balance is due no later than **1 week before the wedding**.
- b. By signing this contract, the client agrees to accept all charges detailed in this agreement, including the charges and obligations listed in the most recently issued "Estimate" and "Wedding Plan" documents.

Initial Deposit of: \$ _____ paid on ____ / ____ / _____

Balance: \$ _____ due on ____ / ____ / _____ (1 week before the wedding)

Payment Schedule: _____

Client Initial: _____ Date: _____ Consultant Initial: _____ Date: _____

3. Services Included and Rights

- a. This contract binds Oviedo Florist to the completion of the most recently issued "Wedding Plan", to the best of their ability, including:
 - i. **Floral Arrangements** (as described in the "Wedding Plan" and priced in the "Estimate")
 - ii. **Non-floral Décor Elements**
 - 1. Non-floral décor includes but is not limited to items such as: candles, glassware, signs, favors, hanging fabric, table runners, table numbers, guestbooks, picture frames, and other mementos that Oviedo Florist is not providing.
 - 2. Any items the client would like to have set-up by the staff must be made known to Oviedo Florist and dropped off to Oviedo Florist in advance.
 - 3. If upon arrival, Oviedo Florist staff is requested to set-up additional non-floral décor elements not previously discussed, our staff may assist within our ability, though not at the expense of completing commitments to other clients. Unexpected set-up assistance will incur an hourly, per-staff-member fee.
 - iii. **Set-Up Tasks** (as described in the "Wedding Plan" and priced in the "Estimate")
 - iv. **Delivery** (as described in the "Wedding Plan" and priced in the "Estimate")
 - v. **Rental Items**
 - 1. The client is responsible for returning all items rented from Oviedo Florist by the specified date, or Oviedo Florist may retrieve items from the venue(s) or other local location for an additional 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.

Rented Items Include: _____

Rentals Must be Returned to Oviedo Florist no later than: ____ / ____ / _____

- vi. **Consultation Meetings & Communication**
 - 1. The initial wedding consultation, in which the first issued "Estimate" and "Wedding Plan" set is created, is free. A second check-in appointment for making minor changes – not exceeding 1.5 hours in length – is also free.
 - 2. The client may call or email the consultant as questions or concerns arise.
 - 3. Additional appointments or unusual demands on the consultant's time may be accommodated at an additional fee at Oviedo Florist's discretion.
- b. This contract binds Oviedo Florist to honoring the intentions and pricing structures outlined in the most recently issued "Estimated Total".
 - i. As changes in quantities, flowers available, market conditions, and other factors beyond Oviedo Florist's control occur, Oviedo Florist will, in good faith and in timely fashion, inform the client of any changes in pricing. Any changes to pricing will be clearly communicated with the client and the payment balance adjusted accordingly.

Client Initial: _____ Date: _____ Consultant Initial: _____ Date: _____

4. Additional Terms

- a. **Agreement to Changes:** Any changes must be agreed to by both the client and Oviedo Florist.
- b. **If the Client Desires Changes:** If any minor changes, additions, deletions, or other edits need to be made to the "Wedding Plan" that do not greatly impact the design or execution of the wedding, the client should email or call to inform the consultant of any changes at the earliest convenience. The consultant will determine if another consultation meeting is needed. Large changes to design and execution should be handled with appropriate urgency, usually require another consultation meeting, and may result in a need to void the previously agreed upon "Wedding Plan" and "Estimate" in favor of creating new documents. Any additions will be billed in addition to the most recent "Estimate". Any deletions will be reduced from the final payment total or refunded on a case-by-case basis.
- c. **Finalizing the Order:** All details are considered final at the time of the final payment due date, 1 week prior to the wedding.
- d. **Cancellations:** In the event of a cancellation, the deposit and any funds already used to secure products intended to be used in servicing the wedding order will be withheld and retained by Oviedo Florist. The remainder will be refunded to the client on a case-by-case basis.
- e. **Rescheduling:** In the event of a rescheduled wedding, Oviedo Florist will reasonably accommodate the new wedding date, though not at the expense of completing commitments to other clients. If Oviedo Florist cannot accommodate the new date, Oviedo Florist reserves the right to void this contract, the "Wedding Plan", and the "Estimate" and refuse services to the client in the interest of serving other previous commitments. If Oviedo Florist can accommodate the new date, another consultation may be necessary to reassess or completely re-do the "Wedding Plan" and "Estimate". All monies paid transfer to the new date and/or "Estimate".
- f. **Inclement Weather:** It is the responsibility of the client to provide an alternate weather plan for any event scheduled to occur outdoors. This plan must consider the safety of the Oviedo Florist staff and guests. If the client calls the alternate weather plan into action, Oviedo Florist must be notified as soon as possible. In the event the weather is too severe to hold the wedding on the agreed upon date, it will be treated as a cancelled/rescheduled event; refunds are not guaranteed and will be assessed on a case-by-case basis.
- g. **Force Majeure:** In the event Oviedo Florist is unable to perform its obligations under the terms of this agreement due to acts of God, the Coronavirus (COVID-19) pandemic, strikes, equipment or transmission failure or damage reasonably beyond its control, or other causes reasonably beyond its control, Oviedo Florist shall not be liable for any damages resulting from failure to perform or services not rendered.
- h. **Oviedo Florist reserves the right to void and cancel this agreement and contract in the event we cannot perform the promised services. 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.**

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 in the most current "Wedding Plan" and "Estimate" documents in fulfilling the wedding order.

Client Name (Print): _____

Client Signature: _____ **Date:** _____

Consultant Signature: _____ **Date:** _____

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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

Initial Deposit of: \$ _____ paid on ____ / ____ / _____

Balance: \$ _____ due on ____ / ____ / _____ (1 week before the wedding)

Payment Schedule: _____

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.

Rented Items Include: _____

Rentals Must be Returned to Oviedo Florist no later than: ____ / ____ / _____

What if I need to make a change to or have a question about 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, schedule a consultation. For any in-person meeting, please call to confirm our consultant's availability.

What if I find out I'll need some extra help with décor and set-up on my wedding day? – We're happy to help! Let us know and we'll add it to your Wedding Plan. You'll need to drop off the items to the shop when you can. We will work it into our schedule and discuss any extra charges with you ahead of time!

Flower Care Upon Delivery

- *Flowers are incredibly sensitive!* Floral arrangements are alive with fresh flowers that are highly responsive to their environment and require careful care. Upon delivery, the flowers should be kept in a cool place away from direct light.
- *Any flowers that are exposed to heat, harsh sunlight, and no water may begin wilting.* It is the responsibility of the client to provide the proper environment for the flowers, or accept the toll harsh conditions take on their freshness.
- *Bridal and bridesmaids' bouquet care is especially crucial!* Bouquets are delivered in water should be KEPT IN WATER until the last possible minute. Once removed from water, the capillaries in the flower stems begin to close and they will not be able to drink water, even once placed back in water. Re-cut the stems (to open new access points in the capillaries) and return them to water whenever possible. If flowers are removed from the water source, they may not be at their absolute best by the time you are ready to walk down the aisle. Please understand, the less water and more harsh the environment the flowers are met with, the more prone to wilting and collapsing they are.