

## Weddings by Tanglebloom



# HOW IT WORKS

We've created this packet to help take the stress out of this part of your wedding planning. Choosing your flowers should be fun!



## STEP ONE REVIEW THE PACKET

Please read all the information contained in this packet carefully.

## STEP TWO SUBMIT INFORMATION FORM

Complete the attached Wedding Information Form and send it to: [info@tanglebloom.com](mailto:info@tanglebloom.com) with your name and event date in the subject line, or complete online at: <http://www.tanglebloom.com/wedding-information-form>

## STEP THREE ESTIMATE

In most cases, Tanglebloom will email you an initial estimate for your wedding flowers based on the details you've provided within 10 days of receiving your completed form. If we need more time to prepare we'll let you know. We'll place a courtesy hold on your date for 14 days while you review the Estimate. If our services have not been reserved by the time the Estimate expires, it means someone else could book your date.



STEP FOUR  
**PHONE CONSULTATION**

After you've received your Estimate we are happy to schedule a phone call to answer any questions you have and help you decide if you'd like to book with us. Please pay attention to the expiration date (generally 14 days) on your Estimate. A courtesy hold is placed on your date until the Estimate's expiration.

STEP FIVE  
**SEND CONTRACT & DEPOSIT**

Our services are reserved once we receive your non-refundable deposit and a signed copy of the contract. Your deposit will be applied toward your final balance. Congratulations! Flowers for your date are officially reserved, and you can cross 'florist' off your to-do list.



STEP SIX

**SCHEDULE IN-PERSON OR PHONE CONSULTATION**

During our consultation, we will discuss your vision for the wedding and refine the details of your initial estimate. We will also provide practical tips and ideas to make your wedding flowers reflect your personality and style.

STEP SEVEN

**REVIEW PROPOSAL**

Following your consultation, Tanglebloom will send a detailed proposal with final details and costs for you to review.



STEP EIGHT

**COMMUNICATE ANY CHANGES**

Additions, substitutions and small changes can be made per contract terms. Please communicate the requested changes in writing to [info@tanglebloom.com](mailto:info@tanglebloom.com) with your name and wedding date in the subject line. After a certain date, changes can be made for an additional fee. Please see your contract for terms regarding changes.

STEP NINE  
SUBMIT PAYMENT

Final payment is due 30 days prior to your event by check payable to Tanglebloom.



STEP TEN  
ENJOY YOUR FLOWERS!

Tanglebloom will attend to all your floral design, delivery, and set-up needs.

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## WEDDING INFORMATION FORM

Please fill out this form, save it and send it to [info@tanglebloom.com](mailto:info@tanglebloom.com) with your name and wedding date in the subject line. We understand your plans are still in the works, simply fill in what you know. The more details we have, the more accurate we can make your estimate.

You can also complete this form online at:  
<http://www.tanglebloom.com/wedding-information-form>

1. Date of event: \_\_\_\_\_

Couple: \_\_\_\_\_ and \_\_\_\_\_

(Partner no. 1)

(Partner no. 2)

Primary contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Mailing address: \_\_\_\_\_

2. Ceremony location & time: \_\_\_\_\_

Reception location & time: \_\_\_\_\_

Photographs location & time: \_\_\_\_\_

3. # Invited guests: \_\_\_\_\_

Number of:

Bride(s): \_\_\_\_\_ Bridesmaids/attendants: \_\_\_\_\_ Maid/Matron/Person of honor: \_\_\_\_\_  
Junior bridesmaids /attendants : \_\_\_\_\_ Flower girl / child attendant: \_\_\_\_\_

Groom(s): \_\_\_\_\_ Groomsmen/attendants: \_\_\_\_\_ Best Man/Person of honor: \_\_\_\_\_  
Ring bearer/child attendant: \_\_\_\_\_

4. Photographer: \_\_\_\_\_

Caterer: \_\_\_\_\_

Cake/Dessert: \_\_\_\_\_

Event Planner or Coordinator: \_\_\_\_\_

5. Food

\_\_\_ Plated/seated dinner

\_\_\_ Family-style

\_\_\_ Buffet

\_\_\_ Hors d'oeuvres or desserts only

\_\_\_ Cocktail hour

\_\_\_ Other food notes: \_\_\_\_\_

6. How would you describe the style of your wedding?

7. What adjectives describe you best?

8. Do you have a color palette or inspiration in mind?

9. Are there certain colors you wish to avoid?

10. Bride/partner no.1 height: \_\_\_\_\_

Groom/partner no.2 height: \_\_\_\_\_

11. Bride/partner no.1 and attendants apparel (styles, colors):

\_\_\_\_\_

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12. Groom/partner no.2 and attendants apparel (styles colors):

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13. Are there any specific flowers, colors, or scents that are meaningful to you?

14. Any flowers we should avoid?

15. Which floral design style appeals to you? Select all that apply:

Romantic

Lush

Garden inspired

Eclectic

Moody

Wild

Rustic

Wildflower or meadow

Woodland

Foodie

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

16. At my wedding, I want my guests to feel (welcome, present, impressed, ready to party):

17. CEREMONY (indicate with # desired, or checkmark if quantity unknown)

Aisle posies (small arrangement on outside aisle chairs)



- Altar arrangements
- Arch/arbored/chuppah flowers or garland
- Entryway arrangements
- Bridal bouquets
- Bridesmaid/attendant bouquet
- Maid/Matron/Person of Honor bouquets
- Junior bridesmaid/attendant bouquet
- Flower girl/child attendant bouquet
- Toss bouquet
- Flower crown, for: \_\_\_\_\_
- Hair flowers (clips, combs, individual flowers)
- Clutch posy or nosegay (mother, grandmother, etc.)
- Corsage (  modern wristlet or  traditional pin-on)
- Boutonniere (pin-on)

18. RECEPTION (indicate with # desired, or checkmark if quantity unknown)

- Centerpieces:
  - Round tables
  - Rectangular/banquet/farm tables
  - Sweetheart table
- Cocktail table arrangements
- Welcome/escort card arrangement or display
- Bar arrangement
- Guest book and/or gift area arrangement
- Buffet arrangement
- Cake flowers

## 19. FLORAL INSTALLATIONS

Please describe any floral installations you're interested in (ie. chandeliers, walls or backdrops, hoops or wreaths, etc.) if applicable:

### 19. Budget

*It is often recommended to allocate 10% of your budget to floral design. If you are considering installations, lush designs, specific flowers, or a large wedding party, 15-20% is generally more accurate.*

- Under \$1,500 (DIY only)
- \$1,500-\$3,000 (a la carte/elopement/intimate events)
- \$4,000-\$7,000
- \$7,000-\$10,000
- \$10,000+

20. Links to Pinterest, websites, or other pictures for inspiration (can include pictures of wedding party's attire, color swatches, invitation suite, wedding website, etc.):

Links to other inspiration (such as artwork, photographs, people, or places that inspire you):

21. Are there any additional details we should consider when putting together your estimate?

*Thank you so much for taking the time to tell us about yourselves and your event!*  
We will provide an estimate based upon the information provided within 10 business days.

*photographs courtesy of: The Light + Color / Jackleen Leed Photography / Anne-Marie Photography*

Tanglebloom Flowers, LLC Brookline, VT [tanglebloom.com](http://tanglebloom.com)



## CONTRACT

### Deposit & Payment

In order to secure our design services and reserve the date of your event, a \$500 non-refundable deposit is required along with this signed contract, mailed to: Tanglebloom, 21 Harris Hill Rd., Brookline VT 05345. The balance of the payment is due 30 days prior to your event. Payment may be made in cash or by check payable to Tanglebloom.

### Changes

Additions, substitutions and small changes (ie. +1/-1 centerpiece) can be made up to 30 days prior to the event. Any changes to your order made less than 30 days prior to the event will incur additional charges. Sorry, we cannot reduce your order less than 30 days prior to your event. Requested changes must be submitted in writing to [info@tanglebloom.com](mailto:info@tanglebloom.com) with your name and event date in the subject line.

If you need to change the date of your event, we will do our best to accommodate you. However, it will be based on availability of date, materials and containers, and may be subject to change-of-date fees.

### Substitutions

The client agrees to communicate any color and any flower variety preferences. Tanglebloom will advise client on seasonality of specific flower varieties, however the vagaries of nature make it impossible to guarantee the availability of every variety. By signing this contract the client authorizes floral substitutions when necessary. Necessary substitutions will be at the designers' sole discretion.

### Rentals

Any equipment or vases rented to you is with the understanding that all items will be returned or picked up in the same condition that it was loaned. A replacement fee will be charged for any lost or damaged items.

### Cancellations

Cancellations made more than 30 days before the event date will receive a refund on all monies paid, less non-refundable deposit.

### Authorization / Confirmation

The signature below indicates understanding of and contractual agreement to the terms outlined above. [Please sign; print; and date below]

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_