EVENT FLORIST / 01

BUILD THE EVENT AND FLORAL BRIEF

Give each florist the same event, venue and visual-direction facts before requesting a design proposal.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

Event date / start and end times / format / guest-count range

Venue or venues / spaces / contacts / usable access hours

Personal or recognition flowers / recipients and roles

Ceremony, reception, corporate or gathering locations to cover

Style references / color direction / priorities / avoidances

Decision owner / planner / day-of contact / update method

Preparation only. Not floral selection or care, allergy, plant, pet or food safety guidance, structural or load design, setup instruction, accessibility, venue, fire, disposal, local, contract, or legal advice.

EVENT FLORIST / 02

BUILD THE ARRANGEMENT INVENTORY

List functions, locations and requested quantities; ask the florist to propose materials and fit.

Personal, recognition or presentation flowers / quantity / recipient

Entry, welcome or registration area / arrangement / quantity

Ceremony, stage or focal area / arrangement / quantity

Head, guest or meeting tables / arrangement / quantity

Food, beverage, service or display areas / arrangement / quantity

Other locations / repurposing ideas / priority / open questions

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EVENT FLORIST / 03

DEFINE DESIGN, DELIVERY AND HANDOFF

Record the florist's proposed design and responsibilities without directing installation methods.

- [ ] Event, venue and usable access hours are recorded
- [ ] Arrangement locations and quantities are confirmed or marked open
- [ ] Substitution choices and approval timing will be written
- [ ] Vessel, rental and structure ownership is assigned
- [ ] Venue contact, routes and placement areas will be confirmed
- [ ] Elevated or structural installation remains provider-led
- [ ] Delivery, moves, breakdown and pickup responsibilities are assigned
- [ ] Changes and final arrangement details will be documented

Proposed flowers, greenery, style and seasonal alternatives / result limits

Substitutions / approval / vessels or rentals / ownership and return

Delivery / placement / installation / moves / breakdown / pickup / condition record

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EVENT FLORIST / 04

QUESTIONS FOR THE FLORIST

Use the same questions for each florist and record quantities, assumptions, exclusions and dependencies.

Inventory: arrangements, quantities, flowers, greenery and vessels?

Substitutions: seasonal alternatives and approval process?

Logistics: delivery, placement, installation, moves and breakdown?

Coordination: venue, planner, routes, placements and attachments?

Ownership: rentals, returns, pickup and condition records?

Handoff: final list, timing, changes, records and written terms?

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EVENT FLORIST / 05

COMPARE WRITTEN FLORAL SCOPES

Compare the same event brief. A mood board alone does not show quantities, substitutions or logistics.

Provider A / Provider B / proposal dates / same event brief?

Arrangements, quantities, flowers, substitutions and vessels - A / B

Delivery, placement, installation, moves, breakdown and pickup - A / B

Timing, dependencies, changes, condition records and terms - A / B

READY TO HEAR FROM PROS?

Optional next step: Create an account on PickYourPro.ai and start an event florist request. Share the event, venues, arrangement list, quantities, style references, colors, timing and handoff needs so participating pros can compete with proposals. Compare flowers and substitutions as proposed, vessels, delivery, installation, removal and terms.

One request. Every pro's best offer.

Start a request

Participation varies. A design conversation and venue-access or installation review may be needed before a final proposal.

Planning guide: https://www.pickyourpro.ai/services/event-florist

U.S. Department of Justice: Accessible Information Exchange (official reference)

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