

Flower Shop Design & Event Checklist

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Display Style
Default 

Event Consultation & Planning

Tasks related to initial client meetings, design proposals, and event planning.

Client Name

Write something...

Event Date & Time

Write something...



Event Venue

 Set My Current Location



Estimated Guest Count

Enter a number...

Event Type (e.g., Wedding, Birthday, Corporate)

- Wedding
- Birthday
- Corporate
- Other

Desired Floral Styles (Select all that apply)

- Romantic
- Modern
- Rustic
- Bohemian
- Classic

Consultation Date

Enter date...

Design Mockup & Approval

Checkpoints for creating and finalizing floral design mockups with the client.

Client Design Brief Summary

Write something...

Estimated Budget

Enter a number...

Preferred Floral Styles (e.g., Modern, Rustic, Romantic)

- Modern
- Rustic
- Romantic
- Classic
- Bohemian

Inspiration Images from Client

 Upload File

Color Palette Selection

- Option 1
- Option 2
- Option 3

Mockup Presentation Date

Enter date...

Mockup Description Notes

Write something...

Client Approval Status

- Approved
- Revisions Needed
- Rejected

Flower Ordering & Inventory

Ensuring adequate flower and foliage stock based on event needs.

Quantity: Roses (Red)

Enter a number...

Quantity: Hydrangeas (Blue)

Enter a number...

Quantity: Alstroemeria (Mixed)

Enter a number...

Supplier for Lilies?

- Supplier A
- Supplier B
- Supplier C

Expected Delivery Date

Enter date...

Minimum Stock Level: Gerbera Daisies

Enter a number...

Special Order Flowers Needed?

- Yes
- No

Flower Processing & Conditioning

Tasks for hydrating, cleaning, and prepping flowers and greenery.

Flower Hydration Time (Hours)

Enter a number...

Water Treatment Used

- Floral Foam Solution
- Quick Dip
- Sugar
- None

Notes on Flower Condition Upon Arrival

Write something...

Date of Processing

Enter date...

Number of Stems Processed (Specific Flower Type)

Enter a number...

Leaf Removal Required?

- Yes
- No

Special Conditioning Instructions

Write something...

Floral Design & Assembly

Steps involved in creating bouquets, arrangements, and other floral pieces.

Number of Bouquets to Assemble

Number of Centerpieces to Create

Design Style (e.g., Modern, Classic, Rustic)

- Modern
- Classic
- Rustic
- Romantic
- Boho

Specific Design Notes/Instructions

Write something...

Flower Types Included (Check All That Apply)

- Roses
- Lilies
- Hydrangeas
- Peonies
- Sunflowers
- Tulips

Stem Count (Approximate)

Enter a number...

Ribbon/Wrapping Style

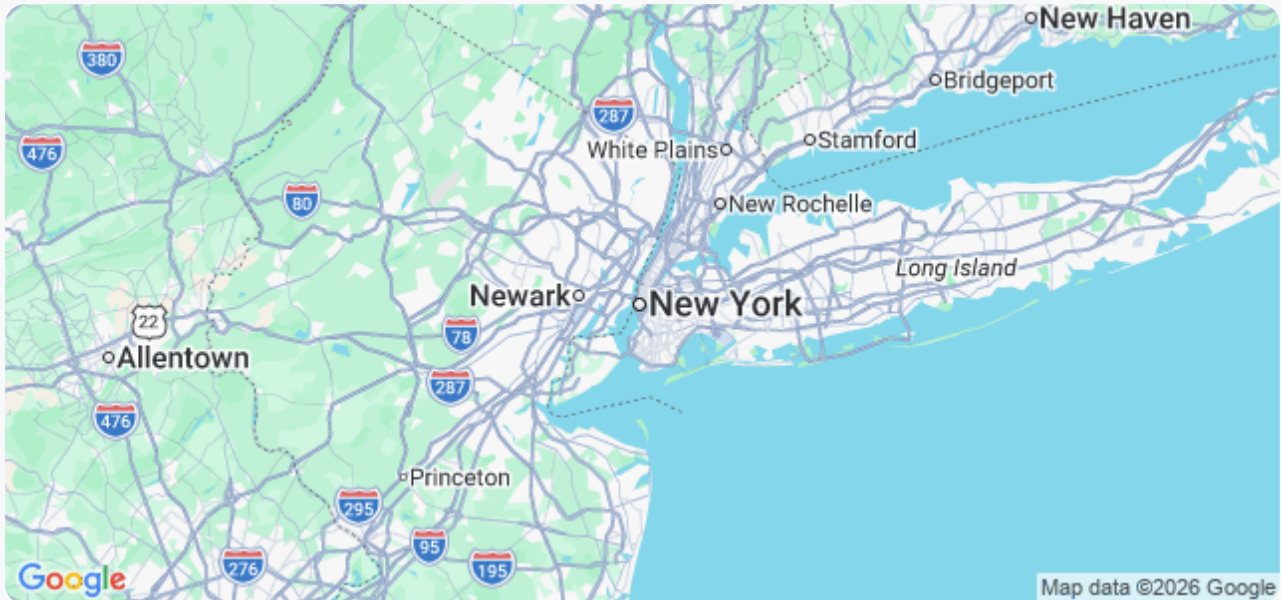
- Satin Ribbon
- Burlap Wrap
- Cellophane
- No Ribbon

Delivery & Setup

Checklist for safe and timely delivery and on-site setup at the event venue.

Event Venue Address

 [Set My Current Location](#)



Scheduled Delivery Time

Enter time...

Number of Arrangements/Bouquets

Enter a number...

Delivery Vehicle Used

- Van
- Truck
- Car

Delivery Date

Enter date...

Special Delivery Instructions (e.g., gate code, contact person)

Write something...

Setup Location at Venue

- Staging Area
- Reception Desk
- Designated Table

Signature upon Delivery

Post-Event Tasks

Tasks for cleanup, returns, and invoice processing after the event.

Event Date (for record keeping)

Enter date...

Remaining Flower Inventory (approximate)

Enter a number...

Client Satisfaction Level

- Very Satisfied
- Satisfied
- Neutral
- Dissatisfied
- Very Dissatisfied

Notes on Event Experience (challenges, successes)

Write something...

Returnable Flowers?

Yes

No

Photos of Final Design (for portfolio)

 Upload File

Estimated Floral Return (quantity)

Enter a number...

Event Supplies & Equipment

Checklist for gathering and organizing necessary supplies and equipment.

Number of Floral Foam Bricks

Enter a number...

Number of Floral Tape Rolls

Enter a number...

Number of Vases/Containers

Enter a number...

Tools Required (Check all that apply)

- Floral Clippers
- Floral Knife
- Scissors
- Wire Cutters
- Buckets
- Watering Can

Delivery Vehicle Type

- Car
- Van
- Truck

Delivery Date

Enter date...

Delivery Time

Delivery Venue

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