



## Décor & Function Needs Planner

For the brides that would like a more customised and tailor-made wedding décor. Kindly please complete the décor planner function needs questionnaire and email it back to [info@shubonevents.com](mailto:info@shubonevents.com) for a more customised quote.

Please also send us at least 5 picture inspirations of what you like and 5 inspiration Pictures of what you do not like. It will us know a little more about you, your personality and the kind of Wedding or Event you would like. Please also include your décor budget if you can, as that will assist us designing something that is perfect for you.

| <b>GENERAL INFORMATION</b>  |   |
|---|---|
| Customer Full Name:   | Contact & Email address:                              |
| Wedding  Function Date :  | Estimated Décor Budget:                               |
| Total number of guests including bridal party:  | Tables Chosen:  |
| Chairs Chosen:  | Will you be having a suppliers table:                 |
| Number of suppliers to be seated and whether décor is required for this table:  | What is the colour scheme for your wedding  Function: |
| What mood or feel are you are trying to create for your wedding  Function:<br><br>What is your personal Wedding  Function style: trendy / modern / traditional /romantic: |   |
| Superstitious / cultural practices that we should be aware of:  |   |
| <b>FLOWERS</b><br><br>Flower colour scheme:<br>Which flowers must be included:  |   |

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| <p>What flowers must be avoided:<br/>Particular about certain types of flowers or are you happy to use flowers in season to keep costs low:</p>  |  |
| <p>Can be greenery be used in the arrangements to avoid too many flowers? Any preferences:<br/><br/>Do you want to spend a large part on your budget on flowers or would you like us to be cost effective as possible?</p> |  |
| <p>Flower preference: large statement flowers, medium sized arrangements or minimalistic arrangements:<br/><br/>(please send pictures – as many as possible of your preferences)</p>                                       |  |
| <p>Do you require confetti: If yes color of confetti?<br/>Will you require stands for confetti:</p>  |  |
| <p>Bridal bouquet preference &amp; Ribbon color:<br/>Brides maid bouquet &amp; Ribbon color:<br/>(please send pictures)</p>  |  |
| <p>Specification for groom buttonholes &amp; Ribbon colour:<br/><br/>Number and specs for ladies' corsages with ribbon:</p>  |  |
| <p>Should the corsages be wrist or shoulder corsages?</p>  |  |
| <p>Are posies required at the ceremony?<br/>Quantity<br/><br/>Would you like other flower arrangements apart from reception hall:</p>  |  |
| <p><b>CEREMONY</b></p>   |  |
| <p>Do you require fairy lights behind the backdrop in chapel?<br/><br/>Do you require Candles:</p>   |  |
| <p><b>IF YOU DECIDED ON DOING AN OUTDOOR CEREMONY, DO YOU REQUIRE THE FOLLOWING</b></p>  |  |
| <p>Wedding gazebo, arch or flower wall:</p>  |  |

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| If using Arch or Gazebo would you require draping & flowers on them:   |  |
| Plinths  |  |
| Cocktail tables: if yes how many<br>Flowers for tables: if yes how many<br>Cocktail chairs: if yes how many  |  |
| <b>RECEPTION</b>   |  |
| What type décor is needed on main table arrangement?<br><br>Do you prefer traditional flat trays of wedding flowers on the main table, long arrangements in vases or a collection of small vases and Candles?<br>(please attach some pictures) |  |
| Candles needed on main table<br><br>Mood lighting requirements<br><br>Is the main table to be raise & do we need to provide stage?   |  |
| Other requirements for main table  |  |
| King and Queen Chair needed?   |  |
| Additional flower arrangements to the sides of the main table, or to use the ones from the chapel or ceremony:   |  |
| <b>GUEST TABLES</b>  |  |
| Colour and type of table cloth<br>Runner requirements Or are you using tables that don't require linen   |  |

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| Any glasses required other than the venue glasses (coloured wine goblets / cut crystal:<br>Base Plates or Place Mats:  |  |
| Serviette   Napkin details:<br><br>Serviette requirements? How should the serviettes be folded? (To match the table cloths):<br><br>Napkin Rings required:             |  |
| Do you require us to place any gifts/ other personal effects on the table?<br><br>Do you have name cards and will you take responsibility to place them on the tables? |  |
| Cutlery to be hired in – please specify<br>Crockery to be hired in?  |  |
| Mirror in centre of table:<br><br>Table Vases (Long or Short)  |  |
| Centre piece requirements (Long or Short):<br><br>Candle and votive requirements:  |  |
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| <b>OTHER COMMENTS</b>  |  |
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