Floral Design for **you** & **your fiancé(e)**

**Your contact details**

We would like to set up a meeting to talk about arranging flowers for our wedding.

We would like to meet at **Location Month Day Year** **Time**

The wedding ceremony or reception venue is always a good idea if you want to do a walk through, otherwise our Studio is in Long Island City is at [**Directions**](https://maps.google.com/maps?q=4332+22nd+Street,+Queens,+NY&hl=en&sll=40.697488,-73.979681&sspn=0.895414,1.529846&oq=4332+22nd&hnear=43-32+22nd+St,+Queens,+New+York+11101&t=m&z=17)[**4332 22nd Street Long Island City 11101**](file://localhost/Users/12/Desktop/Xylem%20%26%20Phloem%20Appointment%20Letter%202014.docx)**.**

Most weddings take place weekends, which means I generally take appointments on Mondays. You are welcome to suggest a day and somewhere central that would be convenient for us to meet. In the meantime the following information will help me to prepare for the meeting. Once we’ve met, I will prepare an initial concept.

**The wedding** will take place on

Date **Day Month Year**

Ceremony Venue

Ceremony Time

Ceremony Decorations:

Applicable Traditions:

Reception Venue:

Reception Time:

Prospective **number** of guests & **number** of tables at the reception

**The wedding couple**

Bouquet for **Name**

Boutonnière for **Name**

About yourselves:

**The wedding party**

Maid of honor **number**

Bride’s Maids/ Men **number**

Parents **number**

Extended Family Aunts / Uncles / Grandparents **number**

Best Men/ Women **number**

Groom’s Men Boutonnières **number**

Flower Girl/(s) **number**

Ring bearers **number**

Flowers & Plants you love:

Your ideas for the celebration:

Your color palette:

Other notes & inspirations links: