



AQUATOPIA

WEDDINGS & EVENTS

FLORAL AND DECOR
PLANNING GUIDE

HELLO FROM THE FLORAL AND DECOR DEPARTMENT!

Welcome to Aquatopia's in-house floral and décor team! We are thrilled to be part of your wedding journey and can't wait to design a celebration that perfectly reflects you and your partner.

One of the countless benefits of booking at Aquatopia is having access to our dedicated Floral & Décor Coordinators, who will work with you every step of the way to bring your dream wedding to life.

This guide is designed to walk you through the floral and décor planning process, answer frequently asked questions, and ensure you feel supported at every stage. With tools like Aisle Planner, our all-in-one planning platform, we'll make each step as seamless and stress-free as possible. Let's create something extraordinary together!

Sincerley,

Jen

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ABOUT US

ABOUT US



MEET JEN

I'm Jen Yach, Lead Floral and Decor Coordinator at Aquatopia. I discovered my love for floral design in late 2017 and quickly realized that this is what I am meant to do! I have loved being a part of designing over 300 weddings and events at Aquatopia and am looking forward to styling such a memorable part of your love story.



**WHAT
TO
EXPECT**

WHAT TO EXPECT

WELCOME AND INTRODUCTION

Approximatley 8 months before your wedding, you will recieve a Welcome Email from your dedicated Floral and Decor Coordinator. In this email, you will recieve your; 2025 Wedding Floral and Decor Planning Guide and your 2025 Floor Plan Examples documents. You will also select whether you would like to follow the Custom Design or the Designer's Choice process.

QUESTIONNAIRE AND DESIGN MEETING

After you have indicated whether you would like to choose Custom Design or Designer's Choice, you will recieve a questionnaire customized for the process that you have selected. Once that questionnaire has been submitted, you will recieve a link to book either a virtual or in-person design meeting. The design meeting will also be altered to the process that you have selected.

DESIGN PROCESS

Approximatley 4-6 weeks after your Design Meeting, your Lead Floral and Decor Coordinator will send you a Design Proposal or Overview based on your conversation during your Design Meeting.

REVIEW YOUR DESIGN PROPOSAL OR OVERVIEW

If you've selected the Designer's Choice process, there will be no further edits but you are welcome to still reach out if you have any questions.

If you have selected Custom Design, you can request changes to the Design Proposal, if applicable.

WHAT TO EXPECT

APPROVE YOUR PROPOSAL

After you have reviewed your proposal with your partner, you can accept the proposal sent to you and we are good to go! Please note, the proposal needs to be accepted **no later** than 30 days before your wedding. Please note, once the proposal is signed 30 days before your wedding, nothing can be removed from the quote but minor additions can be made if necessary, if there is time to order the products to execute those additions.

FLOOR PLAN

We will upload your ceremony and reception layouts to Aisle Planner. Please view the 2025 Floor Plan examples document for examples and instructions.

STATIONERY APPROVAL

If you have selected for Aquatopia to design your stationery, your Lead Floral and Decor Coordinator will send you a draft of your stationery 4-6 weeks before your wedding for your approval.

Once your final numbers have been submitted to Aquatopia, no changes can be made to your stationery.

WEEK OF

If you have any personal decor such as stationery, personal photos, guest books, or a card box, you can drop them off at Aquatopia during your rehearsal.

YOUR WEDDING DAY

Get ready to have the best day marrying your best friend! Our team will handle the rest.

**CUSTOM DESIGN VS.
DESIGNER'S CHOICE**

CUSTOM DESIGN VS. DESIGNER'S CHOICE

Sometimes, couples come to us with a set vision that they've been thinking about for years. Other times, couples have no idea what they want. Both cases are great because we are here to help you through the process no matter where you are starting from. We offer two different design avenues: Custom Design and Designers Choice.

WHAT IS CUSTOM DESIGN?

This is where we will go over every design detail of your wedding in depth. You will receive descriptions on all floral & decor elements and have a full break down of our pricing. You will have access to your proposal and we can go back and forth editing the design components until you love it!

WHAT IS DESIGNERS CHOICE?

This is an all-inclusive design plan for the couple who would like to be lifted from all the nitty gritty details of floral & decor decisions. We will ask you for the overall feel of your wedding, budget, colour palette, and number of personal florals. Then the rest is up to us! This is a great option for couples who are open to some creative freedom by the floral & décor team and may not have time to plan and walk through every detail. In Designer's Choice you will not receive a detailed proposal, but instead a visual PDF of what we discussed to make sure everyone is on the same page.

**CUSTOM DESIGN
PLANNING
PROCESS**

CUSTOM DESIGN PLANNING PROCESS

1 Approximatley 8 months before your wedding, you will recieve your Welcome Email from the Floral and Decor department. This is where you will decide which planning avenue you would like to pursue, either the Custom Design process or the Designer's Choice process

If you select the Custom Design process, we will send you a questionnaire that goes over the logistics and high level design details of your wedding day. Once you have filled out this questionnaire, we will send you a link to book either a virtual or in person design meeting.

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3 At our design meeting, your Lead Floral and Decor Coordinator will ask you and your partner a series of questions to get to know you both on a more personal level. We will also go over some preliminary design ideas together.

Approximatley one month after your design meeting, your Lead Floral and Decor Coordinator will craft a design proposal for you based off our meeting. Once this proposal is completed, they will send you an email and you can book either a virtual or in-person meeting to review the proposal. This is when your layout and floor plans will also be uploaded to Aisle Planner so that you can add guests to their tables.

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5 You and your partner will review the design proposal and make note of any changes, if applicable. You can either email these changes or schedule a follow-up meeting with your Lead Floral and Decor Coordinator.

Once you are happy with your floral & decor proposal, we will ask that you sign off on it a minimum of 1 month before your wedding.

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**DESIGNER'S
CHOICE
PLANNING
PROCESS**

DESIGNER'S CHOICE PLANNING PROCESS

1 We will send you a Designer's Choice Questionnaire to fill this out and add any photos you would like us to see into your design studio in Aisle Planner.

Once you have filled out this questionnaire, we will send you a link to book either a virtual or in person design meeting.

2

3 Your Lead Floral and Decor Coordinator will craft a design document for you based off our meeting. Once this document is completed, approximately one month after our meeting, they will send it to you a link to book either a virtual or in person design meeting to review the document. This is when your layout and floor plans will also be uploaded to Aisle Planner so that you can add guests to their tables.

As Designers Choice is a no edit system, all you have to do is show up on your big day and enjoy! We will send you a document illustrating all that we discussed in your meeting with some supporting visuals. We are available via email if you have any questions.

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**FREQUENTLY
ASKED
QUESTIONS**

FREQUENTLY ASKED QUESTIONS

DO YOU HAVE FLORAL AND DECOR MINIMUMS?

Our floral wholesalers have established minimum purchase requirements for orders. To meet these requirements, we kindly ask our clients to have a minimum floral investment of \$500. This ensures we can source the highest-quality blooms and fulfill your design needs seamlessly.

WHY CAN I NOT BRING IN MY OWN FLORIST?

Aquatopia is a vibrant greenhouse, home to thousands of plants and flowers, carefully cultivated within a delicate ecosystem. To protect this environment, we do not permit outside florists to work within our venue. Our in-house floral team is highly trained and experienced in maintaining the health of our greenhouse, ensuring that no harmful pests or bacteria are introduced. This policy allows us to safeguard our lush surroundings while providing expertly crafted floral designs for your special day.

CAN I SET-UP MY OWN DECOR?

Unfortunately, due to liability insurance requirements, only Aquatopia employees are permitted to handle décor setup. This policy ensures the safety of all parties and the seamless execution of your event. Our experienced team is dedicated to bringing your vision to life with professionalism and care.

FREQUENTLY ASKED QUESTIONS

DO YOU OFFER SUSTAINABLE OR ORGANIC FLORAL OPTIONS?

At Aquatopia, we are committed to creating stunning weddings while caring for the environment. We offer a range of eco-friendly floral and décor options for environmentally conscious clients. From sourcing seasonal and locally grown flowers to minimizing floral foam usage and repurposing arrangements, we strive to reduce waste and support sustainable practices.

WHAT IF I WANT A SPECIFIC FLOWER?

Due to unpredictable weather and growing conditions, we cannot guarantee the availability of specific flowers. Rest assured, our team will always do our utmost to source your desired blooms or provide beautiful, comparable alternatives to ensure your floral design exceeds expectations. Your vision is our priority, and we're committed to creating stunning arrangements no matter the circumstances.

DO YOU PROVIDE A DETAILED PROPOSAL OR MOCK-UP BEFORE THE WEDDING?

Yes, we provide detailed proposals and mock-ups to ensure your vision comes to life! For designs using our in-house rentals, this service is included. However, if your design incorporates outside rentals or florals, additional fees may apply to cover the cost of sourcing and bringing these elements in for the mock-up. This allows us to provide an accurate preview of your wedding day design while maintaining our commitment to quality and attention to detail.

**PERSONAL
DECOR GUIDELINES**

PERSONAL DECOR GUIDELINES

All decor coming from other vendors must be ordered through the Aquatopia team. The exception to this is personal decor items.

Personal decor can be dropped off at a predetermined date. We recommend doing so at your rehearsal, if you decide to have one.

Personal Items permitted at Aquatopia are:

- Stationery including
 - Place cards, Seating Charts and other Signage
 - Frames
 - Easels
 - Neon Signs
 - Guest Book
 - Card Box
- Personal Photos
- Memorial Objects
- Guest Favours
- Custom Bar Napkins
- Basket/Cones for Flower Petals
- Wagons for Down the Aisle

If there are any other personal items that you wish to bring in, please let our team know. An hourly rate may apply for the set up and tear down of these items.

The following items are **not permitted** to be brought in as personal decor for your event:

- Live Florals, Greenery or Branches
- Faux Florals or Faux Greenery
- Candles
- Cake Florals
- Balloons

