



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!

Sincerely,

*Ula*

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# Design Process

# Design Process

## Welcome and Introduction

Approximately 6 months before your wedding, you will receive a welcome email from your dedicated Floral and Decor Coordinator. In this email, you will receive a few documents including the Floral & Decor Design Questionnaire, Floral and Decor Planning Guide and Floor Plan Examples.

## Questionnaire and Design Meeting

After you have had some time to complete and submit the questionnaire, your Coordinator will reach out to book either a virtual or in-person design meeting.

## Preliminary Design

During your first meeting, your Coordinator will ask a series of questions to get to know you better. They will also present a preliminary design proposal based on your completed questionnaire. Together you will discuss all decor items and quantities you are interested in.

## Final Design Proposal

Your Coordinator will craft a design proposal based on your preliminary meeting and approximately 2-5 weeks later, will reach out to book another meeting to present a full design proposal. This is also when your ceremony layout and reception floor plans will be uploaded to Aisle Planner so that you can add guests to their tables. After the meeting, the Coordinator will forward a copy of the visual presentation and a detailed quote for your review.

# ... Design Process

## Approve your Proposal

After you have reviewed your proposal with your partner, you can accept the proposal as is or request any changes. Your Coordinator will refine the proposal until all parties are happy with the final result.

**Please note**, the proposal must be **accepted and signed** no later than **30 days before the wedding date**.

Once the proposal is signed, items cannot be removed from the quote. Minor additions **might** be possible, depending on the item and the time available. Please speak with your Coordinator.

## Floor Plan

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

## Stationery Approval

If you have requested Aquatopia to design your stationery, your Coordinator will send a draft for approval 2-3 weeks before your wedding.

Once your final numbers have been submitted to Aquatopia, changes **cannot** be made to your stationery.

## Week OF

If you have any personal decor such as stationery, personal photos and/or guest books 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.

# Frequently Asked Questions

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## 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 \$500.00. 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 florals or outside rentals, 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

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All decor coming from other vendors must be ordered through the Aquatopia team. The exception 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

