## Our Wedding Planning Process

Note: We are a family owned and operated farm and will be taking on a limited number of clients each year.

- 1. SUBMIT AN ONLINE INQUIRY. To initiate the process, simply share a few details about your special day. Include what you can at this time, but don't worry about too many details. We have an <u>online wedding inquiry form</u> which covers some of the basic information we will need to get the conversation started.
- 2. SET UP A CHAT. Sayward at Hazelfield Farm, HazelfieldFarm@hotmail.com, will confirm availability of your date and set up a day/time to connect for a phone consultation. If you wish to hold the available reservation immediately on our calendar, we ask for a \$200 non-refundable payment, which will be applied to your balance.
- 3. PROPOSAL. After our complementary phone consultation, we'll incorporate your ideas and vision for your wedding florals, create a plan to make your floral designs meaningful and memorable. Following the call, we will email you a detailed proposal and itemized estimate for your wedding flowers.
- 4. DEPOSIT & CONTRACT. After reviewing your proposal, you can officially reserve your date and floral order by paying the deposit of \$200 (PayPal or check in the mail). Once the deposit has been received, we will draft a formal contract and invoice for your review and approval. We understand that some details don't firm up until closer to the big day. For this reason, we are flexible and don't have a minimum order purchase. Your invoice can reflect exactly what you want and need. Two weeks prior to your event, final details should be confirmed, and the remaining balance is due.
- 5. PLANNING & VISIT. During the months/weeks leading up to your big day, changes may be needed to your initial invoice. Don't worry, we will work closely with you to be sure all those new details get incorporated into your floral plan. We offer a detailed tour of the farm to see where and how your flowers and foliage are grown. We also have a large selection of containers and décor items stored at the farm for you to choose from.
- 6. CELEBRATE! We'll provide you with fresh, fragrant, and beautiful floral designs for your special day.