CHECKLIST

Corporate Event Flower Planning Checklist

- [ ] Confirm the event's purpose, dress code and branding guidelines with the organiser
- [ ] Visit the venue to measure tables, check lighting and note delivery restrictions
- [ ] Propose focal arrangements for high-visibility areas and scaled designs for guest tables
- [ ] Select flowers that hold shape and colour for the event's full duration
- [ ] Avoid heavily scented varieties near dining areas
- [ ] Confirm delivery and collection times in writing
- [ ] Plan how arrangements will be dismantled and removed after the event
- [ ] Use stable, heavy containers for high-traffic areas