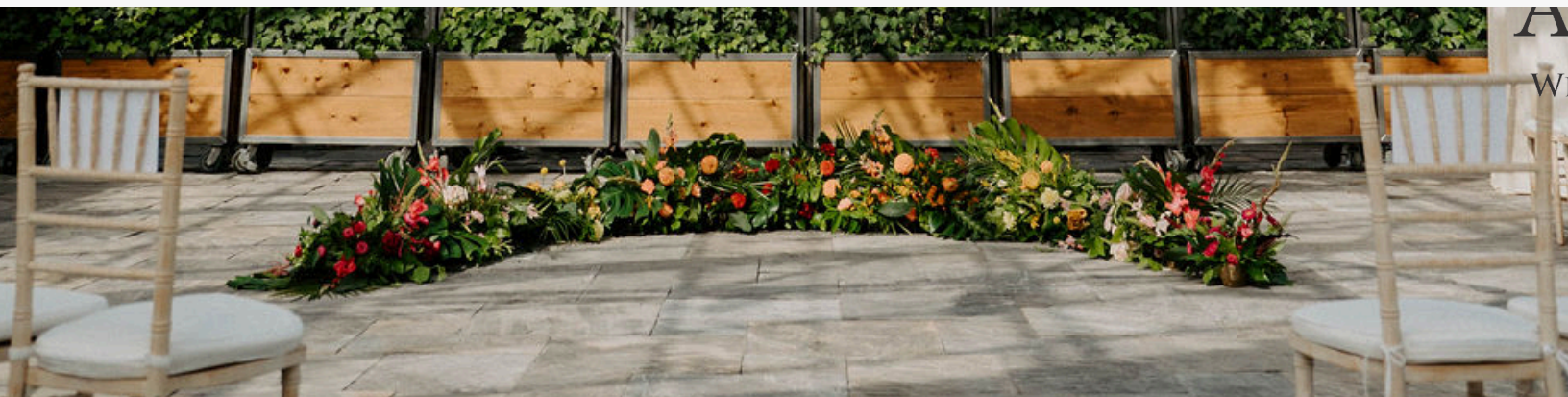




# Welcome to the Floral & Decor Planning Process

When you book with Aquatopia, you have full access to our floral & decor team. We will work with you to design your dream event. You will also have access to Aisle Planner, the all-in-one planning platform to make every step as smooth as possible.

We have a vast inventory of decor items to rent. If an item is not in our inventory, we will do our best to out source that for you. Please take a look through our decor catalog and our Instagram @aquatopia\_weddings







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# CUSTOM DESIGN VS. DESIGNER'S CHOICE

## **Custom Design Questionnaire**

Fill out our Custom Design questionnaire and add any photos you would like us to see onto your design studio in Aisle Planner.

## **Have an Online Meeting**

We will walk you through the design we have curated for you based on your questionnaire answers.

## **Post Floor Plans**

Reception layouts will be posted based on our meeting. You can then upload your guests and seat them at their tables.

## **Any Further Proposal Edits**

Continue to review your proposal and don't hesitate to reach out for questions or to request another meeting. If you require any floral or decor mock ups, we can arrange that at an additional charge.

## **Sign Proposal**

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 event.

## **Designer's Choice Questionnaire**

Fill out the Designer's Choice questionnaire and add any photos you would like us to see onto your design studio in Aisle Planner.

## **Have an Online Meeting**

We will go over general details such as colour palette, number of personal florals, budget and seating layouts which will be based on your questionnaire answers.

## **Post Floor Plans**

Reception layouts will be posted based on our meeting. You can then upload your guests and seat them at their tables.

## **Open for Questions**

As Designers Choice is a **no edit** system, all you have to do is show up on your event 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.



# Planning Timeline

Receive your email package. Please read through all the material and fill out your Custom Design or Designer's Choice questionnaire.

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1

Once your questionnaire is complete, please allow us some time to prepare your floral & decor proposal or overview. You will then receive an email from us instructing you on how to book an online meeting.

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2

About 4-6 months before your event, we will have the online meeting and go through the design we have created for you.

---

3

You will receive an overview or proposal (depending on which questionnaire you filled out) which you can go through at your convenience.

---

4

We will upload your reception layouts. Please see the below information on editing the layouts.

---

5



# Planning Timeline

If you've chosen the designer's choice approach, there will be no further edits but you are welcome to still reach out if you have any questions.

6

If you've chosen the custom design approach, we will go back and forth via email until the proposal & layout is suited to match your vision! We require a final signature one month before your event day.

7

If you have any further questions, concerns or additions, please don't hesitate to reach out to us.

8

Drop off any personal decor such as stationery, photos, guest books, or card boxes at Aquatopia prior to your event.

9

Show up on your event day and enjoy! Our team will have everything set up and styled.

10

# Personal Decor

All rented items 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.

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



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  
Faux Greenery  
Candles  
Cake Florals





# HOW TO EDIT & ADD GUESTS



1 Manually input your guests under the "Guest" tab.

2 Access your layouts under "Layout & Seating."

3 Under the Layout & Guest tab, our team will upload a layout for you to work with. You can click on each table to edit the size and how many seats are at each table.

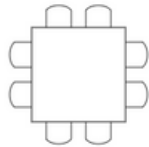
4 You can drag and drop your guest's names onto their tables under the "Seating" tab.

The screenshot shows the 'SEATING' interface. On the left is a floor plan with a podium and several tables. A green vertical bar is on the left side. A text box on the floor plan reads: "The only person not seated is a baby, who will sit with their parents". On the right is a configuration panel for 'Table 12'. The panel has tabs for 'SHAPE', 'STYLE', and 'CANVAS'. Under 'SHAPE', there are options for 'Table Name', 'Show table names', 'Show seat numbers', 'Show guest names', and 'Show meals'. The 'Table Shape' is set to 'Square/Rectangle'. The 'Size' is 10' by 5'. The 'Seat Counts' are 5 for Length 1 and 2 for Width 1, and 5 for Length 2 and 2 for Width 2. The 'Seat Style' is 'Banquet' with dimensions of 1'4" by 1'4". At the bottom, there is a 'LIBRARY' tab with a search bar and a 'TABLES WITH CHAIRS' section showing a '30" Round' table.

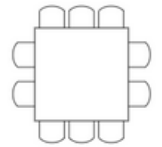
# Ceremony & Reception layouts

Our table inventory includes square tables that are 5' by 5' and used for our guests tables. We have a collection of 6' and 8' rectangular tables that can be used for a head table. If you would prefer round tables, they are available from one of our trusted vendors to rent for an additional fee.

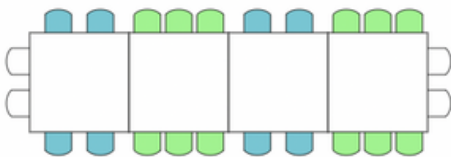
Each 5' length of table can hold two guest comfortably, for a total of 8 guests at each table.



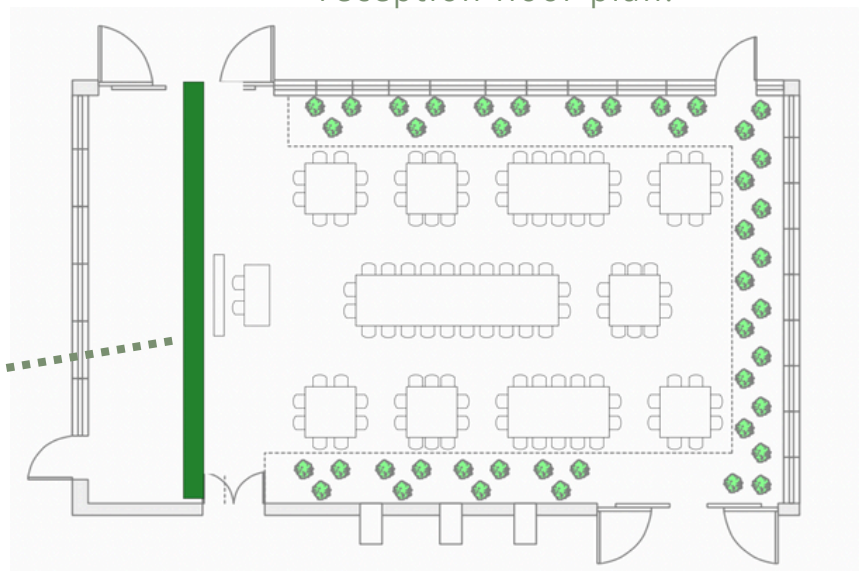
If needed, each parallel length is able to hold 3 guests for a total of 10 at a square table.



Square tables can be pushed together creating long rectangles. We prefer to alternate between 2 guest to 3 for each new stretch of 5' table.



A combination of square and rectangle tables can be used in your reception floor plan.



This is our moveable ivy wall. It is currently displayed as far back as possible.