

Decorating

- ◆ Know what the facility will allow in terms of interior/exterior decor.
- ◆ Know what the facility's policies are regarding installation.
- ◆ Know the local policies or laws regarding decorating materials.
- ◆ Communicate clearly in writing, and verbally, the purpose of your event: luncheon, banquet, reception, awards dinner, theme party or other.
- ◆ Provide an estimated number of attendees, themes used in the past, preferred color schemes
- ◆ If possible, provide a floor plan of the venue. Include square footage, ceiling height and entrance door measurements.
- ◆ Know if there are any safety issues regarding the materials used for decorating.
- ◆ What is the budget?
- ◆ How long will it take to decorate?
- ◆ Which existing scenic pieces can be modified to fit your theme?
- ◆ What decor does the facility have?
- ◆ Do your decorators have insurance?
- ◆ Have they ever decorated your site?
- ◆ Do they have pictures of their work at your site?
- ◆ Do they offer packages?
- ◆ For centerpieces, will they give you a prototype? What is the cost?
- ◆ Are they willing to do small, intimate decor, or only large, extravagant decor?
- ◆ Is it possible to visit a site in the near future to observe their work?
- ◆ Do they have recent references?

For floral pieces, consider the following before making a decision:

- ◆ Are the floral arrangements creative? Do they show good use of colors?
- ◆ Is the theme well developed? Does it convey what you want to achieve?
- ◆ Is the product practical? If a meeting lasts several days, do the centerpieces have a good shelf life (blooming flowers, potted plants)?
- ◆ What is the duration of the centerpieces? If they do not last, will they replace them at no extra cost?
- ◆ What is the florist's capability for mass production? The prototype may be perfect, but can the company create 300 arrangements of the same quality in one day?
- ◆ Will the florist be responsible for any overage?