

Section:

Vendor
&
Services

Vendor List

[illegible]

Consultant Worksheet

Consultant

Company:

Contact Person:

Phone:

Address:

Email:

Website:

Services

☐ Reception Location

☐ Flowers

☐ Reception Coordination

☐ Cake / Baker

☐ Ceremony Location

☐ Party Equipment Rental

☐ Ceremony Coordination

☐ Favors & Decorations

☐ Bridal Gown Rental & Sales

☐ Invitations & Stationary

☐ Custom Sewing & Alterations

☐ Bridal Registry

☐ Bridesmaid Dresses

☐ Entertainment / Music

☐ Formal Wear

☐ Transportation

☐ Caterer

☐ Honeymoon

☐ Beverage Service

☐ Jewellery

☐ Photographer

☐ Attendant Gifts

☐ Videographer

☐ Rehearsal

☐ Beauty

☐ Rehearsal Dinner

☐

☐

☐

☐

Term of Payment (select One)

☐ Flat Fee Based on Services Agreed Upon

☐ Hourly

☐ Percentage (of Budget)

Deposit Amount

Deposit Due Date

Remaining Balance

Remaining Balance Due

Rental Equipment Worksheet

[illegible]

Questions to ask your Photographer

1. Are you available on our wedding date?

2. How far in advance do I need to book?

3. How long have you been in business?

4. How many weddings have you shot?

5. What is your photography style?

6. Do you have a portfolio we can review?

7. How recent are these photos?

8. What type of equipment do you use?

9. Do you shoot digital or film format?

10. Do you shoot in color and black & white?

11. Can we give you a list of specific shots?

12. Can you put together a slideshow?

13. Can you make an "instant" slideshow?

14. What information do you need from us?

15. Have you worked with our vendors before?

16. Do you have a list of references?

17. Will you be the photographer on our day?

18. Is there an additional travel fee?

19. Do you have backup equipment?

20. Do you have other events on the same day?

21. Can people take photos while you are?

22. How will you be dressed?

23. Have you ever worked at our venue before?

24. What time will you arrive at the venue?

25. How long do you shoot for?

26. Do you work overtime if the wedding is late?

27. What is the additional cost?

28. Can I customize my photo package?

29. Do you offer retouching or adjustments?

30. How long after will I get the proofs?

31. What is the ordering process?

32. Do you provide a written contract?

33. How much is the deposit and when is it due?

34. Do you have a refund or cancellation policy?

35. Do you have liability insurance?

Photography Planner

Studio:

Photographer:

Phone:

Mail:

Website:

Notes:

Wedding Photography Checklist

Getting Ready

- | | |
|---|---|
| <input type="checkbox"/> BRIDE'S DRESS HANGING | <input type="checkbox"/> MAID OF HONOR HELPING |
| <input type="checkbox"/> BRIDAL PARTY CHECKING MAKEUP | <input type="checkbox"/> GROOMSMEN STRAIGHTENING TIES |
| <input type="checkbox"/> BRIDE PUTTING DRESS ON | <input type="checkbox"/> GROOM PUTTING ON JACKET |

Ceremony

- | | |
|--|---|
| <input type="checkbox"/> PROCESSIONAL | <input type="checkbox"/> FIRST KISS |
| <input type="checkbox"/> BRIDE & FATHER OF THE BRIDE | <input type="checkbox"/> ALTAR DECORATIONS |
| <input type="checkbox"/> WEDDING GUESTS | <input type="checkbox"/> BRIDAL PARTY JUMPING OUTSIDE |

Reception

- | | |
|--|---|
| <input type="checkbox"/> BRIDAL PARTY ENTERING RECEPTION | <input type="checkbox"/> BRIDE & GROOM ENTERING |
| <input type="checkbox"/> TOASTS FROM WEDDING PARTY | <input type="checkbox"/> FIRST DANCE |
| <input type="checkbox"/> BRIDE'S FAMILY | <input type="checkbox"/> GROOM'S FAMILY |
| <input type="checkbox"/> DANCE FLOOR | <input type="checkbox"/> BRIDE & GROOM LAUGHING |

Questions to ask your Caterer

1. Do you have a caterer license?

2. Do you have liquor liability insurance?

3. Can you provide references from clients?

4. Are you working other weddings the same day?

5. Do you specialize in certain types of food?

6. Is your food locally sourced?

7. Do you work with frozen food?

8. Does the catered meal come full service?

9. Do you provide cocktail hour service?

10. Is there any additional cost?

11. What is the average cost of your packages?

12. When do you need finalized choices?

13. When do you need a final head count?

14. Are you able to prepare vegetarian meals?

15. Do you offer gluten-free options?

16. When can we schedule a tasting?

17. What is the cost of the tasting?

18. Are you able to provide the wedding cake?

19. Will the cost be included in the package?

20. Do you provide tables, chairs, plates, etc.?

21. If so, what is the additional cost?

22. How many servers will be provided?

23. Is there an additional fee for extra servers?

24. What time will you arrive at the venue?

25. What will the servers be wearing?

26. Do you work overtime if the wedding is late?

27. What is the additional cost?

28. Do you provide bar service?

29. Do you setup and cleanup?

30. Where will you prepare the food?

31. How much is the deposit?

32. What are the expected gratuities?

Caterer Worksheet

Caterer

Company:

Contact Person:

Phone:

Address:

Email:

Website:

Type of Service

☐ Buffet

☐ Sit Down

☐ Cocktail Hour

Notes

Caterer Services

Services

Kitchen Facilities:	Cost:
Food Prep & Equipment:	Cost:
Servers Provided:	Cost:
Bartenders Provided	Cost:
Gratuities	Cost:
Beverage Service:	Cost:
Set-Up:	Cost:
Clean-Up:	Cost:
Cake:	Cost:
Cake Knife Set & Supplies:	Cost:
Linen & Napkins:	Cost:
Other:	Cost:
Other:	Cost:

Total Cost

Per Person Estimated Guests

Total Cost

Menu Selection Due Date

Final Head Count Due Date

Deposit Due Date Deposit Amount

\$ Balance Due On

Menu Planning

COCKTAIL HOUR - OPTIONS

DINNER - OPTIONS

DESSERT - OPTIONS

LATE NIGHT SNACK - OPTIONS

Band and DJ Checklist

Ceremony

Prelude Music

Processional Music

Ceremony Music

Recessional Music

Cocktail Hour

Song Title

Artist

Reception

Entrance Music

Bridesmaid/Groomsmen

Maid of Honor/ Best Man

First Dance - Mr. & Mrs.

Toast Dance Song

Father/Daughter Dance

Mother/Son Dance

Last Song

Other

Other

Song Title

Artist

Notes

Dance Floor Music List

[illegible]

Do Not Play

Song Title	Artist

Vendor Notes

Notes:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Baker Worksheet

Baker

Company:

Contact Person:

Phone:

Address:

Website:

Mail:

Type of Cake

Flavor:

Decorations:

Pieces:

Deposit Due Date

Deposit Amount

\$

Balance Due On

Notes

The Cake

Baker

Website:

Email

Telephone:

Size:

Description:

Cake Flower:

Frosting Flower:

Decorations:

Price:

Deposit Amount:

Deposit Due:

Remaining Balance:

Remaining Balance Due:

Sketch

Ceremony Flowers Worksheet

Florist

Delivery

Company

Contact

Address

Phone

Email

Website

Ceremony Location

Date

Time

Notes

Ceremony Flowers	Quantity	Cost	Notes
Bridal Bouquet			
Bridal Throw			
Headpiece			
Bridesmaid Bouquet			
Bridesmaid Headpiece			
Flower Girl Basket			
Flower Girl Headpiece			
Mother of the Bride Corsage			
Mother of the Groom Corsage			
Father of the Bride Boutonnière			
Groom's Boutonnière			
Groomsmen's Boutonnière			
Usher's Boutonnière			
Ring Bearer's Boutonnière			
Parent's Thank You Bouquet			

Other Flowers	Quantity	Cost	Notes
Out of Town Guests			
Emcee/Entertainment			
Guest Table Attendant			
Officiant			
Wedding Planner			
Lattice/Archway			
Aisle			
Altar Arrangements			

Payment Tracker

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Vendor Contacts

Vendor / Service	Name	Phone No.	Contract Date	Deposit	Paid	Balance	Paid
Alterations					<input type="checkbox"/>		<input type="checkbox"/>
Bridal Salon					<input type="checkbox"/>		<input type="checkbox"/>
Bakery					<input type="checkbox"/>		<input type="checkbox"/>
Bartender					<input type="checkbox"/>		<input type="checkbox"/>
Calligrapher					<input type="checkbox"/>		<input type="checkbox"/>
Centerpieces					<input type="checkbox"/>		<input type="checkbox"/>
Ceremony Music					<input type="checkbox"/>		<input type="checkbox"/>
Ceremony Venue					<input type="checkbox"/>		<input type="checkbox"/>
Consultant					<input type="checkbox"/>		<input type="checkbox"/>
Decorations					<input type="checkbox"/>		<input type="checkbox"/>
Entertainment					<input type="checkbox"/>		<input type="checkbox"/>
Equipment Rentals					<input type="checkbox"/>		<input type="checkbox"/>
Favors					<input type="checkbox"/>		<input type="checkbox"/>
Florist					<input type="checkbox"/>		<input type="checkbox"/>
Gift Table Attendant					<input type="checkbox"/>		<input type="checkbox"/>
Ice Sculpture					<input type="checkbox"/>		<input type="checkbox"/>
Officiant					<input type="checkbox"/>		<input type="checkbox"/>
Photographer					<input type="checkbox"/>		<input type="checkbox"/>
Reception Venue					<input type="checkbox"/>		<input type="checkbox"/>
Reception Music					<input type="checkbox"/>		<input type="checkbox"/>
Rehearsal Dinner					<input type="checkbox"/>		<input type="checkbox"/>
Tuxedo Rental					<input type="checkbox"/>		<input type="checkbox"/>
Transportation					<input type="checkbox"/>		<input type="checkbox"/>
Travel Agent					<input type="checkbox"/>		<input type="checkbox"/>
Videographer					<input type="checkbox"/>		<input type="checkbox"/>
Other					<input type="checkbox"/>		<input type="checkbox"/>
Other					<input type="checkbox"/>		<input type="checkbox"/>
Other					<input type="checkbox"/>		<input type="checkbox"/>
Other					<input type="checkbox"/>		<input type="checkbox"/>

Vendor Contacts

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