

Section:

Vendor  
&  
Services





# Consultant Worksheet

## *Consultant*

Company:

Contact Person:

Phone:

Address:

Email:

Website:

## *Services*

- |  |   |
|--|---|
| <input type="checkbox"/> Reception Location          | <input type="checkbox"/> Flowers                  |
| <input type="checkbox"/> Reception Coordination      | <input type="checkbox"/> Cake / Baker             |
| <input type="checkbox"/> Ceremony Location           | <input type="checkbox"/> Party Equipment Rental   |
| <input type="checkbox"/> Ceremony Coordination       | <input type="checkbox"/> Favors & Decorations     |
| <input type="checkbox"/> Bridal Gown Rental & Sales  | <input type="checkbox"/> Invitations & Stationary |
| <input type="checkbox"/> Custom Sewing & Alterations | <input type="checkbox"/> Bridal Registry          |
| <input type="checkbox"/> Bridesmaid Dresses          | <input type="checkbox"/> Entertainment / Music    |
| <input type="checkbox"/> Formal Wear                 | <input type="checkbox"/> Transportation           |
| <input type="checkbox"/> Caterer                     | <input type="checkbox"/> Honeymoon                |
| <input type="checkbox"/> Beverage Service            | <input type="checkbox"/> Jewellery                |
| <input type="checkbox"/> Photographer                | <input type="checkbox"/> Attendant Gifts          |
| <input type="checkbox"/> Videographer                | <input type="checkbox"/> Rehearsal                |
| <input type="checkbox"/> Beauty                      | <input type="checkbox"/> Rehearsal Dinner         |
| <input type="checkbox"/>                             | <input type="checkbox"/>                          |
| <input type="checkbox"/>                             | <input type="checkbox"/>                          |

## *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



# 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 |



# 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*

## *Song Title*

## *Artist*

Prelude Music

Processional Music

Ceremony Music

Recessional Music

Cocktail Hour

## *Reception*

## *Song Title*

## *Artist*

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

## *Notes*

---

---

---

---

---

---

---

---

---

---





# 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			



# 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"/>

