Vendor Contact Sheet

Couple / date: Your names

CATEGORY	NAME	PHONE	EMAIL	BOOKED	DEPOSIT	NOTES
Venue				☐	☐	
Caterer				☐	☐	
Photographer				☐	☐	
Videographer				☐	☐	
Florist				☐	☐	
Band / DJ				☐	☐	
Officiant				☐	☐	
Cake				☐	☐	
Hair & makeup				☐	☐	
Transportation				☐	☐	

Contacts and booking status stay in this browser — nothing is uploaded anywhere.

Questions to Ask Before You Book

20 vendor categories · the questions that catch contract surprises

Venue

Book 12-10 months out · Typical deposit 25-50% at signing, balance 30-90 days out

- ☐ What dates are actually open in my month — and is there a price difference between them?
- ☐ What is NOT included in the rental fee?
- ☐ Can I bring my own vendors, or is there an exclusive list?
- ☐ What is the alcohol policy — BYO, cash bar, or open-bar minimums?
- ☐ What happens if weather forces the backup plan?
- ☐ What time must everything be out — and what is the overtime rate?

General planning know-how for interviews with your own vendors — not an endorsement of any business. Deposit norms are typical U.S. ranges; your contract is the final word.