

THE ULTIMATE WEDDING VENDOR CHECKLIST

Essential Questions & Tracking Sheet for Every Couple

A Note from Chris:

Choosing your vendor team is one of the biggest and most exciting parts of wedding planning! Remember: you aren't just hiring services—you're surrounding yourself with people who will bring your dream day to life. Don't be afraid to ask direct questions, compare options, and trust your gut. Use this guide to stay organized, keep track of budgets, and ensure no detail gets missed!

Warmly,
Chris

1. Wedding Venue

VENDOR NAME	CONTACT PERSON	PHONE / EMAIL
e.g., Grandview Orchard	e.g., Sarah Jenkins	e.g., contact@venue.com
ESTIMATED QUOTE		
\$0.00		

Questions to Ask:

- ☐ Is our desired date available, and what is the total rental fee for that day?
- ☐ What is the maximum guest capacity for ceremony and reception layouts?
- ☐ What is included in the fee (tables, chairs, linens, setup/cleanup, AV)?
- ☐ Are there sound restrictions or strict noise curfews we must abide by?
- ☐ Is in-house catering required, or can we bring our own outside vendors?
- ☐ What is the official backup plan for inclement weather (for outdoor spaces)?

VENUE NOTES & OBSERVATIONS

Write notes about venue lighting, parking, vibe, impression, etc.

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2. Caterer & Bar Service

VENDOR NAME	CONTACT PERSON	PHONE / EMAIL
e.g., Artisan Catering	e.g., Chef Michael	e.g., info@catering.com
ESTIMATED QUOTE		
\$0.00		

Questions to Ask:

- ☐ Do you offer menu tasting options before signing the final contract?
- ☐ Can you accommodate dietary restrictions (vegan, gluten-free, allergies)?
- ☐ Is service staff, dinnerware, glassware, and flatware included in the price?
- ☐ Do you provide alcohol and bartending, or can we supply our own alcohol?
- ☐ What is the server-to-guest ratio on the wedding day?

CATERING NOTES & DIETARY CONSIDERATIONS

Write notes about favorite menu items, bar packages, dietary needs...



3. Photographer & Videographer

VENDOR NAME

e.g., Apex Cinema & Photo

CONTACT PERSON

e.g., Mark Rogers

PHONE / EMAIL

e.g., mark@apex.com

ESTIMATED QUOTE

\$0.00

Questions to Ask:

- ☐ How many hours of coverage are included in this package?
- ☐ Does the package include a second shooter or engagement session?
- ☐ When and how will the high-resolution gallery/video be delivered?
- ☐ Do we get full print rights to all delivered final images?
- ☐ Have you worked at our venue before, or will you do a site walk-through?

PHOTOGRAPHY & VIDEOGRAPHY NOTES

Write notes on editing style (dark/moody vs bright/airy), shot list preferences, etc.

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4. Florist & Event Designer

VENDOR NAME

e.g., Floral Design Co.

CONTACT PERSON

e.g., Laura Vance

PHONE / EMAIL

e.g., laura@floral.com

ESTIMATED QUOTE

\$0.00

Questions to Ask:

- ☐ Which flowers will be in season for our wedding date to maximize budget?
- ☐ Do you handle delivery, setup, and teardown after the event ends?
- ☐ Are vessels, pedestals, candles, and arch hardware included or rented?
- ☐ Can arrangements from the ceremony be repurposed for the reception?

FLORAL & DECOR NOTES

Write notes on color palette, favorite flowers, bouquet styles...

5. DJ / Live Music / Entertainment

VENDOR NAME	CONTACT PERSON	PHONE / EMAIL
e.g., Premier Sound DJ	e.g., DJ Dave	e.g., dave@sound.com
ESTIMATED QUOTE		
\$0.00		

Questions to Ask:

- ☐ Do you act as MC for announcements, grand entry, and timeline flow?
- ☐ Do you provide wireless microphones and audio setups for ceremony sound?
- ☐ Can we submit a custom "Must Play" and "Do Not Play" playlist?
- ☐ What backup equipment do you bring in case of technical issues?

ENTERTAINMENT & MUSIC NOTES

Write notes on song choices, special announcements, lighting options...

6. Hair & Makeup Artists

VENDOR NAME

e.g., Glow Beauty Studio

CONTACT PERSON

e.g., Amanda Cox

PHONE / EMAIL

e.g., amanda@glow.com

ESTIMATED QUOTE

\$0.00

Questions to Ask:

- ☐ Is a preview trial included, and where/when is it scheduled?
- ☐ How much time is needed per person for hair and makeup on wedding day?
- ☐ Do you travel to our getting-ready venue, and are travel fees included?
- ☐ Are false lashes and touch-up kits included in the pricing?

BEAUTY & HAIR NOTES

Write notes on trial dates, look inspiration, headcount for bridal party...

7. Bakery / Cake & Dessert

VENDOR NAME

e.g., Sweet Confections

CONTACT PERSON

e.g., Baker Chloe

PHONE / EMAIL

e.g., chloe@sweet.com

ESTIMATED QUOTE

\$0.00

Questions to Ask:

- ☐ Do you schedule cake tastings, and is there a fee for the session?
- ☐ Do you supply or rent cake stands, cutters, and display tables?
- ☐ How is the cake delivered and handled on wedding day (refrigeration needs)?

CAKE & DESSERT NOTES

Write notes on flavors, fillings, design style, dessert table options...

8. Officiant, Rentals & Transportation

OFFICIANT NAME	TRANSPORTATION CO.	RENTALS CO.
Officiant / Church	Limo / Shuttle	Tables / Tents / Linens
TOTAL EST. QUOTE		
\$0.00		

Questions to Ask:

- ☐ Officiant: Will you perform a customized ceremony and file the marriage license?
- ☐ Transportation: What are the minimum hour requirements and driver gratuity policy?
- ☐ Rentals: What time are delivery and pickup scheduled for chairs/tents/linens?

GENERAL NOTES & REMINDERS

Write additional notes, emergency contacts, payment schedule reminders...