

vendor

Interview

business name

notes

contact

email

phone

address

How do you prefer to be contacted?

How soon should I expect replies?

My Must Haves!

Will you HOLD my date? How long?

Years in business? Are you registered?

Licensed / Insured? • Awards / Recognition / Features

Restrictions / Conditions • Cancellation Policy

continued

Vendor Interview

What are your payment terms? Deposit / Percentage / Payment Plan / Final Payment

Inclement Weather/Emergency Plan

Price list? Packages? What are your travel fees?

What is included in that cost/package

Additional fees or hidden costs? Overtime?

How many events do you anticipate working during my wedding month? Wedding day?

Have you worked at my venue?

Who will be working my wedding?

What sets you apart from other vendors?

What I liked about this vendor? • Things to consider...