# Wedding Vendor Checklist

A step-by-step checklist for researching, interviewing, booking, and managing every wedding vendor from venue to officiant.

## Set Your Foundation

- [ ] Confirm your wedding date, guest count, and overall budget before contacting any vendor.
- [ ] List your must-have vendor categories: venue, catering, photography, florals, music, officiant, and any extras.
- [ ] Rank each category by priority so you know where to spend and where to save.
  Decide together which two or three vendors matter most to you both before comparing prices.
- [ ] Create one shared folder for quotes, contracts, and receipts.
- [ ] Set a target booking deadline for each vendor based on your date.

## Research and Shortlist

- [ ] Gather recommendations from recently married friends and your venue's preferred list.
- [ ] Review portfolios, galleries, and recent full events, not just highlight reels.
- [ ] Read independent reviews and check for repeated complaints about communication or no-shows.
- [ ] Verify each vendor is available on your exact date before getting attached.
- [ ] Shortlist two or three candidates per category to compare.
- [ ] Confirm each vendor serves your venue's location and travels if needed.

## Interview and Compare

- [ ] Ask about total cost and exactly what is and is not included.
- [ ] Confirm the deposit amount, payment schedule, and accepted payment methods.
- [ ] Ask how many weddings they take per day and per weekend.
- [ ] Request the names of a backup professional or team in case of illness.
- [ ] Ask to see a sample contract and a full real wedding similar to yours.
- [ ] Request and actually call two recent client references.
  Ask references whether the vendor stayed on budget and on time.

## Review Contracts

- [ ] Confirm the contract lists your correct date, venue, and start and end times.
- [ ] Verify the total price, deposit, and every payment due date in writing.
- [ ] Read the cancellation, rescheduling, and refund policy line by line.
- [ ] Check who covers overtime, travel, meals, parking, and setup fees.
- [ ] Confirm liability insurance and any certificate your venue requires.
- [ ] Make sure both parties sign and you keep a dated copy.

## Book the Core Team

- [ ] Lock in your venue and confirm the rental window and capacity.
- [ ] Book your caterer and schedule a menu tasting.
- [ ] Secure your photographer and, if desired, a videographer.
- [ ] Reserve your florist and review a sample arrangement or mood board.

- [ ] Book your music: DJ, band, or ceremony musicians.
- [ ] Confirm your officiant and review the ceremony structure.

## Coordinate the Details

- [ ] Share your finalized timeline with every vendor in writing.
- [ ] Provide each vendor the venue address, load-in time, and parking instructions.
- [ ] Give the photographer and videographer your must-have shot list.
- [ ] Confirm meal counts and dietary needs with your caterer.
- [ ] Collect each vendor's day-of contact number and arrival time.
  Hand this contact sheet to your planner or a trusted point person.
- [ ] Confirm setup, teardown, and final headcount deadlines.

## Final Payments and Wrap-Up

- [ ] Confirm all remaining balances and due dates one week out.
- [ ] Prepare labeled tip envelopes and assign someone to hand them out.
- [ ] Reconfirm arrival times with every vendor a few days before.
- [ ] Keep digital copies of all contracts accessible on the wedding day.
- [ ] After the wedding, review the work and pay any final invoices promptly.
- [ ] Write honest reviews and thank-you notes for vendors you loved.