

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.