



# Get Married In

## Vendor Worksheet

Event/Client Name \_\_\_\_\_ Event Date \_\_\_\_\_  
Start Time \_\_\_\_\_ End Time \_\_\_\_\_  
Cell Number \_\_\_\_\_ Where are you staying? \_\_\_\_\_  
Additional contact names and cell numbers we may need \_\_\_\_\_  
\_\_\_\_\_

Event Planner \_\_\_\_\_ Cell Number \_\_\_\_\_  
Arrival Time \_\_\_\_\_ Duties \_\_\_\_\_  
\_\_\_\_\_

Caterer \_\_\_\_\_ Phone # \_\_\_\_\_  
Arrival/Set-up Time \_\_\_\_\_ Serving Time \_\_\_\_\_  
Will appetizers be available/ served while photos are taken? \_\_\_\_\_ Yes \_\_\_\_\_ No

Bartender \_\_\_\_\_ Cell # \_\_\_\_\_ Arrival Time \_\_\_\_\_  
\_\_\_\_\_

Bartender required to be on site at least one hour before event begins and one hour after event ends to assist with clean up and loading. Bar set-up list in "bride's toolkit" on wedding page.

Will bar be open after ceremony while photos are taken? \_\_\_\_\_ Yes \_\_\_\_\_ No

Music/ D.J. \_\_\_\_\_ Cell # \_\_\_\_\_ Arrival Time \_\_\_\_\_

Be sure you have provided D.J. with your timeline so he/she may pace your evening.

You will need four songs for ceremony in addition to music while guests are arriving.

1. Grandparents, mothers/groom's father, being seated

song: \_\_\_\_\_

2. Bridesmaids/groomsmen entrance song: \_\_\_\_\_

3. Brides grand entrance song: \_\_\_\_\_

4. bride, groom and wedding party exit song: \_\_\_\_\_

Wedding Cake Artists/ Cupcakes \_\_\_\_\_ Cell # \_\_\_\_\_

Set-up time \_\_\_\_\_ Box to save 6 in. top cake layer \_\_\_\_\_ Yes \_\_\_\_\_

No

Don't forget: Plates, napkins, forks, bottle of champagne for toasting

Floral Designer \_\_\_\_\_ Cell # \_\_\_\_\_ Arrival Time \_\_\_\_\_

If you are using LED candles, who will be lighting and when \_\_\_\_\_

Who (by name) gets flowers, corsages/lapel flowers? The wedding line-up sheet is a great worksheet for this.

Photographer \_\_\_\_\_ Cell # \_\_\_\_\_ Arrival Time \_\_\_\_\_

What time will your first photographs begin here at the Sanctuary? \_\_\_\_\_

Videographer \_\_\_\_\_ Cell # \_\_\_\_\_ Arrival Time \_\_\_\_\_

Minister/ Officiant \_\_\_\_\_ Cell # \_\_\_\_\_ Arrival Time \_\_\_\_\_

Does this person receive a lapel flower or corsage? \_\_\_\_\_ Yes \_\_\_\_\_ No

Who will have your license? \_\_\_\_\_ Rings? \_\_\_\_\_

Transportation \_\_\_\_\_ Cell # \_\_\_\_\_ Arrival/ Departure \_\_\_\_\_

What haven't we asked? \_\_\_\_\_