

FREE DOWNLOAD

Build Your

Vendor

D R E A M T E A M

CATERING
FLORALS
HAIR & MAKEUP
MUSIC
PLANNER
PHOTOGRAPHY
VENUE
VIDEOGRAPHY
AND MORE!




SOUTHERN SKIES
events

Weddings • Corporate • Private

Getting Started

Finding the perfect vendor team to bring your wedding vision to life can be tough. Where do you start?

The questions in this guide were collected to help you book the best wedding pros in your area, give your guests the best experience, and make it truly the best day ever!

Always be sure to read reviews for each vendor and check out their style on social media before meeting with them. It'll save you some time, answer some questions and help ensure you get exactly what you're looking for to celebrate your big day.

You're looking for vendors who you'll have fun with, match your style and will keep you calm-- think about who you could see yourself grabbing a drink with after the wedding as friends!



XOXO

Jen

Owner, Southern Skies Events

Bakery



1. Do you have availability on my date?
2. Do you price your cakes per person?
3. Can I come in for a tasting?
4. What are your most popular flavors & fillings?
5. Do you offer vegan or gluten-free options?
6. Are multiple smaller cakes more cost-effective than one larger one?
7. Do you have set designs or can I customize one?
8. We have no idea what we want- can you help us based on our budget/theme?
9. When do I need to send you my final design thoughts?
10. If we want fresh flowers on our cake, do you put those on or does the florist?
11. How soon before the wedding is the cake baked?
12. Do you provide a cake stand?
13. How far in advance do you deliver the cake to the venue?
14. What happens if something happens to the cake in transit?
15. Are there additional fees for delivery/set up?
16. How much is your deposit and when is it due?
17. Do you offer payment plans?
18. What is your refund/cancellation policy?
19. Do you offer a complimentary fresh top tier on our one-year anniversary?
20. If not, do you have a box you'll provide that day for us to preserve it?



Band



1. Are you insured?
2. How long have you been performing together?
3. Have you ever performed at my venue?
4. How would you describe your style?
5. What genres can you cover?
6. Do you have a playlist of your music from a prior wedding I can listen to?
7. Can you provide wireless mics for the wedding ceremony?
8. Are you able to perform any song I choose for my father/daughter and other special dances?
9. How much time do you need for set up, soundcheck, breakdown on the day of?
10. What music do you provide during band breaks?
11. How many band members will perform?
12. What do you all wear while performing?
13. Do you act as the emcee and make all of the announcements?
14. How do you motivate the crowd if the dancing has stopped?
15. Can we submit a "do not play" list?
16. How much electrical power do you need to perform?
17. How much space do you require?
18. What time do you arrive on site and what time do you leave?
19. What's your policy on alcohol and smoking during the wedding for band members?
20. Does your rate include set up/break down?
21. How much do you charge if the event runs over?
22. When is the deadline to submit music requests and event details?
23. Is there anything we should know about your services that we haven't covered?
24. How much is your deposit and when is it due?
25. Do you offer payment plans?
26. What is your refund/cancellation policy?

Catering



1. Are you licensed & insured?
2. Are you available on my wedding day?
3. Have you worked at my venue in the past?
4. Are you catering other events on the same day?
5. How much time do you need for set up/clean up?
6. Is that (set up/clean up) included in the cost?
7. Do you cook onsite or bring it with you?
8. Am I able to do a complimentary tasting?
9. Do you offer a vegetarian, gluten-free meals, etc.? Do they cost extra?
10. How about kid's meals?
11. What do you serve for vendor meals? Is that an additional cost?
12. How many servers would there be for my estimated guest count?
13. What do servers wear?
14. What do you provide?
 - a. Alcohol?
 - b. Cake?
 - c. Coffee?
 - d. Place-settings? Plates/glassware/silverware?
15. What is the service charge?
16. What is the gratuity percentage?
17. Do you check IDs if serving alcohol?
18. When do you need the final menu selection and guest count?
19. Can you provide a bride/groom meal for us to enjoy later that night?
20. Can we take the leftover food home?
21. How much is your deposit and when is it due?
22. Do you offer payment plans?
23. What is your refund/cancellation policy?





1. Are you available on my wedding day?
2. Have you ever worked an event at my venue?
3. How long have you been doing this professionally?
4. How would you describe your style?
5. How long would you need to set up/break down?
6. Do you do anything to keep guests occupied during slow times/transitions?
7. Is any lighting provided?
8. Do you have a playlist of music from a prior wedding I can listen to?
9. Can you provide wireless mics for the wedding ceremony?
10. How many set ups will you need and how much will additional set ups cost?
11. How extensive is your music library or song list?
12. Will you need WiFi the day of to play your song lists?
13. Can you help me choose the music for my processional, recessional, special dances, etc.?
14. Do you act as the emcee and make all of the announcements?
15. How do you motivate the crowd if no one is dancing?
16. Can we submit a "do not play" list?
17. How much is your deposit and when is it due?
18. Do you offer payment plans?
19. What is your refund/cancellation policy?



Florist



1. Are you available on my wedding day?
2. How many events do you do each weekend?
3. What flowers are in season for my wedding month?
4. Is there an extra cost to get my flowers if they're not in season?
5. Do you have photos of past wedding arrangements?
6. How long would you need to set up/break down?
7. How many consultations do we have with you?
8. Do you offer other décor besides florals?
9. Is there a delivery fee?
10. Do we get to keep the vases or do those need to be returned?
11. If the vases need to be returned, do we return them or do you pick them up?
12. How early are the florals delivered?
13. When do you need final numbers?
14. Can you help me with instructions on preserving my bridal bouquet?
15. How much is your deposit and when is it due?
16. Do you offer payment plans?
17. What is your refund/cancellation policy?



Hair & Makeup



1. Are you available on my wedding day?
2. How many events do you do each weekend?
3. How many people would work with my number of bridesmaids/mothers, etc.?
4. Do you offer a trial prior to my wedding?
5. Do I need to come to you on the day of or will you come to me at the venue/hotel?
6. I have some hair styles in mind, but not sure what would look best. Will you help me decide based on my overall look, face shape, etc.?
7. Do you airbrush? Can you contour my face? Cover blemishes or my tattoo?
8. Do you offer fake lashes? Hair extensions?
9. Do you have photos I can look at of before and afters?
10. How long do I need to plan for everyone to get their hair and makeup done?
11. Do I need to provide anything or will you have all the products?
12. Do I wash my hair before the trial?
13. Do I need to wear anything specific (ex. button down)?
14. How do I keep my makeup fresh all day?
15. How much is your deposit and when is it due?
16. Does your cost include gratuity?
17. Do you offer payment plans?
18. What is your refund/cancellation policy?

Hotel



1. Do you have availability my wedding weekend?
2. Is there a minimum number of rooms I have to book?
3. Is there a discounted rate for the room block?
4. How should my guests reserve rooms? Is there a point of contact I can work with?
5. Can rooms be booked on the same floor or next to each other?
6. Can we add more rooms at the same rate if we fill the block?
7. Is there an opportunity for a complimentary bridal suite?
8. What is the cutoff date for reservations?
9. Can my guests get late checkout?
10. Can guests extend the discount if they choose to extend their stay?
11. Is parking included in the rate? Breakfast? WiFi?
12. If we book a certain number of nights/rooms will you offer my guests a complimentary shuttle to and from my venue?
13. Can you put welcome bags in my guests' rooms if I provide them prior to check-in?
14. Is there a space we can use for a welcome event or brunch the morning after my event?
15. Is there a deposit and when is it due?
16. What is your refund/cancellation policy?

Officiant



1. Are you available on my wedding date/time?
2. Is there a travel fee to my venue?
3. Do you perform interracial/LGBTQ weddings?
4. What do you require from us before you'll marry us?
5. Do you offer pre-marital counseling?
6. Do you require pre-marital counseling?
7. How long is your typical ceremony?
8. What do you wear?
9. Do you require a mic?
10. What time do you arrive on the day of the wedding?
11. Will you be at the rehearsal?
12. Are you legally qualified to marry us?
13. What's your fee?
14. What's included in your fee?
15. What happens if you're not able to be there the day of the wedding?
16. Is there a deposit and when is it due?
17. Do you offer a payment plan?
18. What is your refund/cancellation policy?



Photography



1. Are you available on my wedding day?
2. Have you ever worked an event at my venue?
 - a. If no...Do you have liability insurance to provide the venue if asked?
3. Have you worked with any of my other vendors?
4. How would you describe your photography style?
5. How would you describe your working style?
6. Do you have a shot sheet I can work off of to choose and add my favorite poses/portraits?
7. Is it okay that my guests take photos while you're taking photos?
8. How do you suggest getting family together for pictures after the ceremony?
9. What's your opinion on doing a first look? What are the pros and cons?
10. How do you feel about a sparkler exit?
 - i. This can be very telling. Even if you don't know if you want sparklers, if they try to convince you otherwise, it can be a red flag. It's your day! If you want sparklers, you get sparklers! (as long as they're allowed at the venue)
11. What's your most popular package?
 - a. Are your packages customizable?
 - b. How many hours are included?
 - c. Does the pricing include an engagement session?
 - d. How many final images should I expect to receive?
12. Do you have a second shooter? Does it cost extra?
 - i. This is great to have if photography is at the top of your list. It allows one photographer to stay with the bride, while the other can capture decor and groom
13. Are you able to send me 5 preview photos a few days after the wedding?
14. When should I expect the photos to be edited?
15. How much is your deposit and when is it due?
16. Does my wedding location qualify for travel costs? How much would they be?
17. Do you offer payment plans?
18. What is your refund/cancellation policy?
19. What time do you arrive onsite?



Planner



1. Are you open on our wedding date?
 - a. Do you foresee any issues with our date? (weather, travel, venue availability)
2. How'd you get started in weddings?
3. How long have you been in business?
4. Do you have a team?
5. How did you choose your team members?
6. How many weddings/events have you done personally?
7. Would you be the planner we work with moving forward?
8. How many wedding clients do you take on in a year? How many are you expecting the month of our wedding?
9. Are you a full time or part time planner? If part time, what's your other job?
10. What's the largest wedding/event you've personally planned?
11. Have you ever worked at the venue we chose?
12. Will you have a back up plan in case of bad weather?
13. Are we required to book your recommended vendors or are we allowed to hire anyone we want?
14. Will you be present at all of our vendor meetings and/or help us review the contracts?
15. Do we pay all the vendors individually?
16. Would you pass out final vendor payments/tips on the day of the wedding on our behalf?
17. If issues arise with the vendors before, during or after our wedding, will you handle them or are we responsible?
18. What kind of planning do you offer? Logistical only or do you also offer design?
19. Will you handle every aspect of planning or can we do some things on our own?
20. Will you be there day-of? How many assistants do you have for my guest count?
21. If something happens and you can't make our big day, who takes your place?
22. Do you communicate with our vendors to make sure everyone has all of the details?
23. Do you have packages or is everything custom?
24. Is the rehearsal included in your services?
25. Do you offer the rehearsal dinner and/or post-wedding brunch?
26. Do any of your packages include honeymoon planning?
27. Do you include helping me find my wedding dress and other wedding attire?
28. How much is your deposit and when is it due?
29. Do you offer payment plans?
30. What is your refund/cancellation policy?
31. What are the next steps?

Rentals



1. What do you have available for rent?
2. Have you worked with my venue before?
3. Are there additional fees for delivery and installation?
4. How far in advance do rentals get delivered/set up before my event?
5. Do you charge by mileage or by hour?
6. When do I need to return my items? Do you pick them up from the venue?
7. Do items like china/flatware/glassware need to be cleaned before they're returned?
8. What trends are you seeing that would fit with my style/theme?
9. What's your policy if items are damaged or missing in the delivery?
10. What if something breaks during or is missing after the event?
11. How much is your deposit and when is it due?
12. Do you offer payment plans?
13. What is your refund/cancellation policy?



Transportation



1. Are you available on my wedding day?
2. What kind of car(s) can fit my group size?
3. Do you charge by mileage or by hour?
4. What does the insurance policy cover?
5. Are food and drinks provided? If not, can I bring my own?
6. Do we need to set our own route or just start and end points?
7. What types of wedding packages do you offer?
8. What's the back up if a vehicle breaks down on the day of the wedding or my driver doesn't show?
9. What do you recommend for timing?
10. When would I have my driver's contact information for the day of?
11. How much is your deposit and when is it due?
12. Do you offer payment plans?
13. What is your refund/cancellation policy?



Venue



1. Do you have availability on my date?
2. How many events do you host in one day?
3. How many hours are included in the rental?
4. How many guests can the space hold?
5. When would I have access to the space?
6. Do you include a venue coordinator and a wedding coordinator or just one?
7. Do you have a list of vendors we have to use or can we bring in our own?
8. If there is an in-house caterer- what is the food/beverage minimum? What happens if we don't meet it?
9. Do we have to purchase liquor through you or can we bring in our own?
10. Is there a fee for bringing our own liquor? (corking/service fee)
11. Do they need to meet any specific guidelines or are there limitations?
12. How much parking is available? Is it included in the rental cost?
13. Is the space handicap accessible?
14. Are there noise restrictions? (ex. music off by 10pm)
15. What's the back up plan for inclement weather?
 - a. Make sure you look at the back up space- you should love both
16. When can vendors arrive for set up?
17. Who is our point of contact leading up to and day of the wedding? When can we meet them?
18. Am I able to do my rehearsal here the day before?
19. What is the charge for additional time if my event runs longer than expected?
20. What's included in the total cost? Are service charges, gratuities and cleaning fees included?
21. How much is the deposit?
22. Do you offer payment plans?
23. What is your refund/cancellation policy?
24. How long is my price proposal valid?

Videography



1. Do you have my date available?
2. Have you worked at my venue before?
3. What's your video style?
4. Will you be the one filming my wedding?
5. What pieces of the wedding do you capture?
6. How many cameras/people are filming throughout my event?
7. Do you use any additional lighting?
8. How do you select the music for the film?
9. What is the cost to add time if the event runs over?
10. Do you use a drone to film?
11. Do you bring back-up equipment in case of gear failure?
12. What time do you arrive onsite?
13. About how long is the final product?
14. When should I expect a preview/final product?
15. Who owns the copyright of the final video?
16. How much is your deposit and when is it due?
17. Do you offer payment plans?
18. What is your refund/cancellation policy?

