

BUILD YOUR
Vendor
DREAM TEAM

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





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?

What they need from you

BAKERY

1. Flavor chosen for each tier
2. Final cake design
3. Will flowers be provided to add to the cake from the florist?
4. Is there a cake topper they will add when they arrive onsite with the cake?
5. Will you be renting a cake stand or bringing your own?

OTHER DESSERT IDEAS

- Ice cream (build your own sundae bar!)
- Snow Cones
- Cinnamon Rolls
- Pie
- Cheesecake
- Cupcakes
- Bundt Cakes
- Macaroons
- Donuts
- Cookies





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

What they need from you

CATERING

1. Final guest count
2. Final meal selections for appetizers and entrees
3. Final bar list selections
4. Number of guests per table
5. Number of each entree selection if possible
6. Number of gluten free meals and where they're seated
7. Number of vegetarian/vegan meals and where they're seated
8. Signature drink recipes if applicable
9. Allergy information (no nuts on salads, etc.)
10. Number of vendor meals
11. Number of kids meals
12. Do you want a preset or served salad?
13. Send a copy of the rental order





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?

What they need from you

D J

1. Number of setups (one for ceremony, one for reception?)
2. Number of microphones needed for ceremony
3. Ceremony location
4. Ceremony start time
5. Ceremony entrance songs for seating of the parents, entrance of the groom/bridal party/bride
6. Ceremony songs (unity ceremonies or other traditions)
7. Recessional song
8. Uplighting color for reception as applicable
9. Bridal party introduction order (spell names out phonetically)
10. Bridal party introduction song(s)
11. First dance song
12. Who will do the welcome toast?
13. Who will say the blessing?
14. Dinner music selection (jazz, country, instrumental, DJ's choice, etc.)
15. Are you (the couple) planning to do a thank you speech?
16. What are the father/daughter and mother/son dance songs?
17. Any special dance songs? (Anniversary dance, etc.)
18. Cake cutting song
19. Last dance song
20. Reception end time
21. Any songs for the do NOT play list



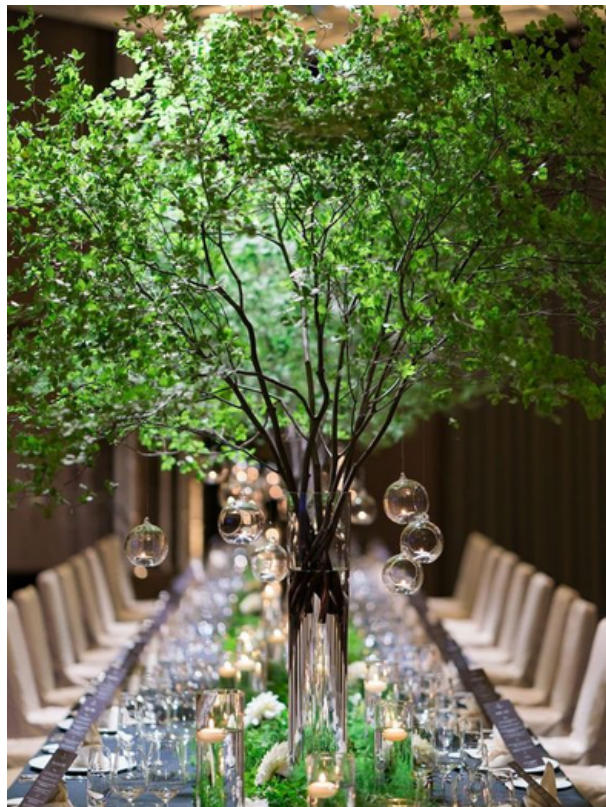


1. Are you available on my wedding day?
2. How many events do you do each weekend?
3. What flowers are in season for my wedding month?
4. Is there an extra cost to get my flowers if they're not in season?
5. Do you have photos of past wedding arrangements?
6. How long would you need to set up/break down?
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?

What they need from you

FLORIST

1. Drop off location(s) for bouquets and boutonnieres
2. Number of bouquets
3. Number and type of corsages (pin on, wristlets, etc.)
4. Number of boutonnieres (have them labeled if possible!)
5. Number of vase rentals needed if applicable
6. Confirmation of sweetheart/head table arrangement
7. Number of small/medium/large arrangements
8. Any specialty items that need to be added to the bouquet (charms, etc.)
9. Event end time



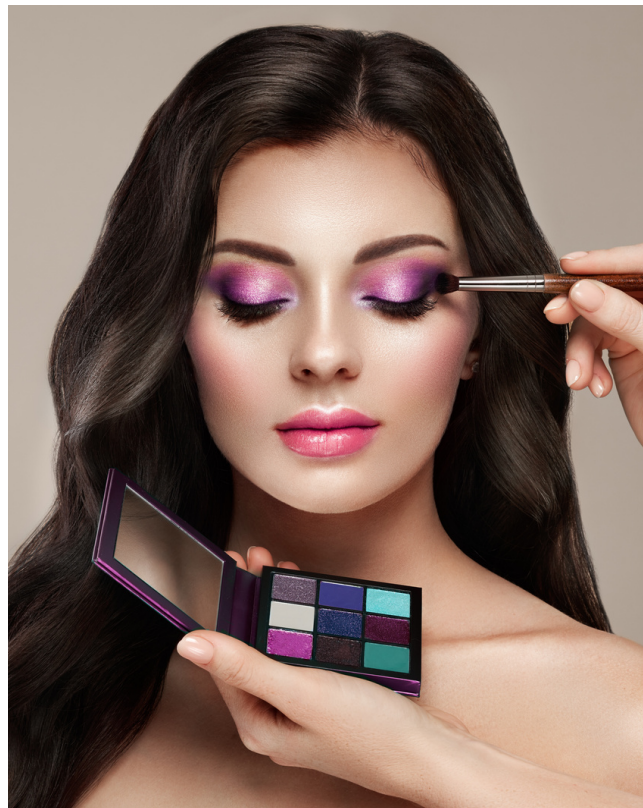
Hair & Makeup

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?

What they need from you

HAIR & MAKEUP

1. How many are getting their hair done?
2. Does anyone need extensions?
3. How many are getting makeup done?
4. How many are getting faux lashes?
5. Where will the ladies be getting ready?





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?

What they need from you

HOTEL

1. Dates for room block
2. Number of rooms for room block
3. Ceremony location + start time (for shuttle if applicable)
4. List of guest names for welcome bags



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?

What they need from you

OFFICIANT

1. Rehearsal date/time
2. Ceremony start time
3. Will there be any readers/singers?
4. What are your chosen readings?
5. Will there be any kind of unity ceremony?
6. Will a microphone be provided? Lavalier or handheld?
7. Will you be writing your own vows or will you be repeating traditional vows?
8. Please send them your rehearsal dinner and/or reception invitation as desired (completely optional)
9. Ask them to say the blessing before dinner as desired



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. 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?
11. 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 one side of the wedding party, while the other can capture decor and the other side of the wedding party*
12. Are you able to send me 5 preview photos a few days after the wedding?
13. When should I expect the photos to be edited?
14. How much is your deposit and when is it due?
15. Does my wedding location qualify for travel costs? How much would they be?
16. Do you offer payment plans?
17. What is your refund/cancellation policy?
18. What time do you arrive onsite?

What they need from you

PHOTOGRAPHY

1. Will you be doing a first look with your fiancé? Bridesmaids? Father of the bride?
2. If you choose not to do a first look, will you be doing a first touch?
3. What details will you be providing for the detail shots? (ex. invitation, shoes, rings, hair pieces, jewelry, etc.)
4. Send a list of family members that will be included in family portraits
5. Who is the point of contact to help gather family for portraits? This is a huge time saver!
6. What is your plan for the departure? Will you be having all guests join in or doing something smaller, earlier in the night, with the bridal party and parents?
7. Are there any particular shots you want captured?
8. Are there any rules to be aware of for the venue? For example, no photos past the second pew at a Catholic church ceremony
9. What time do you want the photography team to arrive/leave?

Remember to work backwards for the timeline!

***These will also apply to any hired videographers**





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



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?

What they need from you

TRANSPORTATION

1. What is/are the guest pickup location(s)?
2. What is/are the drop off location(s)?
3. How many rounds of guest pickups?
4. What is the ceremony start time? This influences the pickup times.
5. What is the reception end time? This influences pickup at the end of the night.
6. How many passengers do you anticipate?
7. Which fleet vessel will you be using? (48 passenger van, limousine, etc.)
8. Are there any specific notes on the venue(s)? (hill, round-about, etc.)



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?