

Vendor Interview

Business Name _____

Contact _____

Email _____

Business Phone _____

Address _____

Cell Number _____

Fax: _____

Notes _____

Preferred method of contact? What is your typical response time?

How long do you hold a date after initial meeting?

Years in Business? Licensed and/or Insured? Best place to view reviews?

What are your payment terms? Deposit / Percentage / Payment Plan / Final Payment

Overtime, Travel Fees, Other Fees?

Caveats and Cancellation Policy

Vendor Interview Continued

Inclement Weather/Emergency Plan

Have you worked at my venue?

Who will be working my wedding?

What sets you apart from other vendors?

Package Selected?

What's Included?

What I liked about this vendor? • Things to consider...
