



CAKE

NAME _____ PHONE _____

ADDRESS _____

WEBSITE / E-MAIL _____

CONTACT _____ DATE _____

- Can you provide a cake on our date? _____
- Do you have a website? _____
- What size cake do we need for our number of guests? _____
- What kind of cakes can you make? _____
- How long have you been baking cakes professionally? _____
- Do you have photos of your previous work? _____
- How do we arrange taste tests? _____
- Is there a fee for testing? _____
- Is there a delivery fee? _____
- Do you offer stands, tables, columns, supports, etc.? _____
- If so, what are the costs? _____
- Do you offer cake cutting and serving? _____
- What are the charges? _____
- Do you bill hourly for personnel? _____
- What is your overtime policy? _____
- Do you include complete details of cake, delivery, etc. in your contract? _____
- When is a deposit due and how much? _____
- When is the balance due? _____
- Is your rate guaranteed? _____
- What is your cancellation/refund policy? _____



CATERER

NAME _____ PHONE _____

ADDRESS _____

WEBSITE / E-MAIL _____

CONTACT _____ DATE _____

- Is our time and date available? _____
- Do you have a website? _____
- Will we be the only event you have that day? _____
- Is a catering manager included in the price? _____
- What are your serving styles (buffet, formal, etc.)? _____
- What are your packages and pricing options? _____
- How do you determine costs? _____
- Are gratuities and taxes included in quote? _____
- What is your overtime policy and charges? _____
- Can we view your menus? _____
- How do we arrange tastings? _____
- Is there a fee for the tastings? _____
- What beverages are provided? _____
- What is the staff to guest ratio? _____
- How do they dress? _____
- Does pricing include cake cutting and serving? _____
- Are chairs, tables, linens, crystal, flatware, etc. included? _____
- What does a typical place setting look like? _____
- What choices do we have for linen color, crystal, flatware, etc.? _____
- Is there a set-up and clean-up fee? _____
- What decorations are available and at what cost? _____



CEREMONY

NAME _____ PHONE _____

ADDRESS _____

WEBSITE / E-MAIL _____

CONTACT _____ DATE _____

- Is our date and time available? _____
- Do you have a website? _____
- How much time are we allowed? _____
- What is the cost? _____
- Will there be others scheduled on that same day? _____
- How many guests can the location accommodate? _____
- Do you have photos of previous ceremonies? _____
- Is flash photography permitted? _____
- Are there any restrictions for photo and videographers? _____
- Who are our officiant choices? _____
- Can we bring in an outside officiant? _____
- Can we write our own vows? _____
- Are there any ceremony restrictions? _____
- Do you have an organist, musicians or singers available? _____
- If so, what are the costs? _____
- Are there any musical restrictions? _____
- Are outside musicians permitted? _____
- Is the sound system included? _____
- What is the timeframe for décor/floral installation? _____
- Are there decorating restrictions? _____
- Do you have a decorating coordinator? _____



FLORIST

NAME _____ PHONE _____

ADDRESS _____

WEBSITE / E-MAIL _____

CONTACT _____ DATE _____

- Is our date and time available? _____
- Do you have a website? _____
- Do you have any other events scheduled for that day? _____
- Do you have photos of previous celebrations? _____
- What is your payment policy? _____
- How early are the arrangements delivered? _____
- Is there a delivery fee? _____
- Is tip included in delivery fee? _____
- Do you set up the arrangements? _____
- Are you familiar with ceremony/reception location? _____
- Do you label each arrangement (corsages, boutonnieres, etc)? _____
- Do we have many seasonal restrictions? _____
- What is your flower substitution policy? _____
- Can you put flowers on our cake? _____
- What are our decorating options and fees? _____
- Do you offer rentals (runners, stanchions, candelabras, etc.)? _____
- When is a deposit due and how much? _____
- When is the balance due? _____
- Is your rate guaranteed? _____
- What is your cancellation/refund policy? _____



MUSIC

NAME _____ PHONE _____

ADDRESS _____

WEBSITE / E-MAIL _____

CONTACT _____ DATE _____

- Is our date and time available? _____
- Do you have a website? _____
- Are you familiar with our location? _____
- What is your rate? How is it determined? _____
- What is your overtime policy and fee? _____
- How are partial hours billed? _____
- Do you put everything in writing on the contract? _____
- Are there additional charges such as set-up & travel? _____
- What time will the musicians arrive at the location? _____
- How will they be dressed? _____
- Will all the musicians I hear on the demos be performing? _____
- What is your substitution/subcontracting policy? _____
- Do you have a playlist? _____
- How is the music determined? _____
- Will they take requests from the guests? _____
- How often do they take breaks? _____
- Are any of them bilingual? _____
- If so, what are the languages? _____
- Is there fill music during breaks? _____
- Are there any other charges that we are not aware of? _____
- Does anything need to be provided by us? _____



PHOTOGRAPHER

NAME _____ PHONE _____

ADDRESS _____

WEBSITE / E-MAIL _____

CONTACT _____ DATE _____

- Is our date and time available? _____
- Do you have a website? _____
- Do you have any other events that day? _____
- How many weddings have you photographed? _____
- Do you shoot digital or film? _____
- Do you work with an assistant? _____
- When can we see your work? _____
- Do you have references? _____
- Are you familiar with our locations? _____
- Are there any travel costs? _____
- What is the amount of time we are allotted? _____
- What is your overtime policy? _____
- How long do proofs take? _____
- Do we get to select the final prints from proofs? _____
- When will the final prints be ready? _____
- Can we purchase the negatives? _____
- Does your contact give an itemized cost breakdown? _____
- What type of packages do you offer? _____
- What is the cost of a formal portrait? _____
- How many proofs are included in the quoted price? _____
- How many photos in a standard album? _____



RECEPTION

NAME _____ PHONE _____

ADDRESS _____

WEBSITE / E-MAIL _____

CONTACT _____ DATE _____

- Is our date and time available? _____
- Do you have a website? _____
- Are there any other events that day? _____
- How many guests can the facility seat? _____
- What is the rental fee and what does it include? _____
- What kinds of packages are offered? _____
- Are tips and gratuities included? _____
- What is your overtime policy? _____
- How many persons per table? _____
- Are there a minimum and maximum number of guests? _____
- Is there room for dancing and the entertainment? _____
- What are the set hours of the rental? _____
- Are there overtime charges? _____
- If so, what are they? _____
- Do you offer a list of references? _____
- Can we view photos of previous functions? _____
- Do you have private dressing room? _____
- Is babysitting available? _____
- Is catering available? Who do I contact? _____
- How do we arrange tastings? _____
- What is your staff to guest ratio? _____



RECEPTION

- Do you offer a coat check? _____
- Will there be a host/hostess? _____
- Do you have house bands available? _____
- Are there any music restrictions? _____
- Is there a facility coordinator? _____
- How are table arrangements and layout decided? _____
- Are tables and chairs available? What are the costs? _____
- Are linens, plates, crystal and flatware available? What are the costs? _____
- Do you have a liquor license? _____
- Are bartenders available? _____
- What beverages are available? What is the pricing structure? _____
- Is security available? _____
- What does your insurance liability policy cover in case of an accident? _____
- Do we have to purchase our own liability insurance? _____
- Is a kitchen available to us for food prep? What is the fee? _____
- Is there a set-up and cleaning fee? _____
- Do you have any wiring and electrical restrictions? _____
- Can we burn candles? _____
- Are there floral restrictions? _____
- What are your policies and restrictions for delivery, music, photo & video? _____
- Are they in writing? _____
- Are printed directions available? _____
- When can we come in for a tour? _____
- How soon can we sign a contract? _____
- When is a deposit due and how much? _____



TRANSPORTATION

NAME _____ PHONE _____

ADDRESS _____

WEBSITE / E-MAIL _____

CONTACT _____ DATE _____

- Is our date and time available? _____
- Do you have a website? _____
- Are you licensed and insured? _____
- What size and type of vehicles are available? _____
- Are they non-smoking vehicles? _____
- Can we select the exact vehicle? _____
- Will others use our vehicle that day? _____
- What is your substitution policy? _____
- Do you have contingency/back-up plans? _____
- What are your hourly costs? _____
- What is included in the cost? _____
- Is there a minimum amount of hours? _____
- What are your overtime charges? _____
- Are there any additional fees? _____
- How does the driver dress? _____
- Can we select the driver? _____
- When is a deposit due and how much? _____
- When is the balance due? _____
- Is your rate guaranteed? _____
- What is your cancellation/refund policy? _____



VIDEOGRAPHER

NAME _____ PHONE _____

ADDRESS _____

WEBSITE / E-MAIL _____

CONTACT _____ DATE _____

- Is our date and time available? _____
- Do you have a website? _____
- Do you have another event that day? _____
- How many weddings have you videotaped? _____
- Are you familiar with our locations? _____
- How many cameras and operators will you use? _____
- Do you work with assistants? _____
- How will you dress? _____
- How long do you stay on location? _____
- What is your overtime policy? _____
- Does your contract cover all details? _____
- What type of equipment do you use? _____
- What type of packages do you offer? _____
- Is editing and dubbing included in the price? _____
- Are titles and music included in the price? _____
- Will the end product be disc or tape? _____
- What formats are available and at what cost? _____
- How long after the wedding will the disc/tape be ready? _____
- How much for extra copies? _____
- Who does the editing? _____
- Are we included in the editing process? _____



WEDDING CONSULTANT

NAME _____ PHONE _____

ADDRESS _____

WEBSITE / E-MAIL _____

CONTACT _____ DATE _____

Is our date and time available? _____

Do you have a website? _____

How many weddings have you coordinated? _____

What is your background and experience? _____

Are you a member of a professional organization? _____

What kind of references do you offer? _____

Are you there for rehearsal, ceremony and reception? _____

Are you familiar with our locations? _____

Are you licensed and bonded? _____

What are your fees and how are they computed? _____

What additional charges could occur? _____

Do you have a contract? _____

What does it cover? _____

What happens if you cannot fulfill it? _____

When is a deposit due and how much? _____

When is the balance due? _____

Is your rate guaranteed? _____

What is your cancellation/refund policy? _____
