

Vendor Contact Sheet

Keep all your vendor details in one place

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Venue

Venue Name	
Contact Person	
Phone	
Email	
Contract Signed?	
Deposit Paid	
Balance Due	
Notes	

Caterer

Company Name	
Contact	
Phone	
Email	
Menu Confirmed?	
Guest Count	
Per-Head Cost	
Notes	

Photographer

Photographer Name	
Studio	
Phone	
Email	
Hours Booked	

Second Shooter?	
Raw Files?	
Notes	

Videographer

Videographer Name	
Phone	
Email	
Package	
Drone Footage?	
Edit Delivery Date	
Notes	

Florist

Florist Name	
Phone	
Email	
Ceremony Flowers	
Reception Flowers	
Bouquets	
Delivery Time	
Notes	

DJ / Band

Name / Band	
Contact	
Phone	
Email	

Set Hours	
Equipment Provided?	
Playlist Approved?	
Notes	

Hair & Makeup

Artist Name	
Phone	
Email	
Trial Date	
Wedding Day Call Time	
Team Size	
Notes	

Officiant

Officiant Name	
Phone	
Email	
Ceremony Script Approved?	
Rehearsal Confirmed?	
Notes	

Wedding Cake

Bakery Name	
Contact	
Phone	
Email	
Tasting Date	

Delivery Time	
Flavours	
Notes	

Transportation

Company	
Contact	
Phone	
Email	
Vehicles Booked	
Pickup Time	
Drop-off Time	
Notes	

Tip: Print two copies — keep one at the venue and one with your day-of coordinator or maid of honour. Confirm every vendor 1 week before and again 48 hours before the wedding day.