

# ***Vendor Contact Information***

*(list at least one way to contact each vendor)*

.....  
Florist

Company: \_\_\_\_\_

Person of contact: \_\_\_\_\_

Website: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Arrival time: \_\_\_\_\_

Notes:

Photographer(s)

Company: \_\_\_\_\_

Person of contact: \_\_\_\_\_

Website: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Arrival time: \_\_\_\_\_

Notes:

Rental Company

Company: \_\_\_\_\_

Person of contact: \_\_\_\_\_

Website: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Arrival date/time: \_\_\_\_\_

Notes:

## Ceremony Musicians

Company: \_\_\_\_\_

Person of contact: \_\_\_\_\_

Website: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Arrival time: \_\_\_\_\_

Notes:

## Hair Stylist(s)

Company: \_\_\_\_\_

Person of contact: \_\_\_\_\_

Website: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

On location            -or-    in salon?

Arrival time: \_\_\_\_\_

Notes:

## Make-up Artist(s)

Company: \_\_\_\_\_

Person of contact: \_\_\_\_\_

Website: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

On location            -or-    in salon?

Arrival time: \_\_\_\_\_

Notes:

Officiant/Notary/etc.

Company: \_\_\_\_\_

Person of contact: \_\_\_\_\_

Website: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Arrival time: \_\_\_\_\_

Notes:

Videographer

Company: \_\_\_\_\_

Person of contact: \_\_\_\_\_

Website: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Arrival time: \_\_\_\_\_

Notes:

Production/Lighting Company

Company: \_\_\_\_\_

Person of contact: \_\_\_\_\_

Website: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Arrival date/time: \_\_\_\_\_

Notes:

## Guest Transportation

Company: \_\_\_\_\_

Person of contact: \_\_\_\_\_

Website: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Pickup time/location: \_\_\_\_\_

Notes:

## Wedding Party Transportation

Company: \_\_\_\_\_

Person of contact: \_\_\_\_\_

Website: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Pickup time/location: \_\_\_\_\_

Notes:

## Bar Services

Company: \_\_\_\_\_

Person of contact: \_\_\_\_\_

Website: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Arrival time: \_\_\_\_\_

Notes:

## Catering Company

Company: \_\_\_\_\_

Person of contact: \_\_\_\_\_

Website: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Arrival time: \_\_\_\_\_

Notes:

## Cocktail Hour Musicians

Company: \_\_\_\_\_

Person of contact: \_\_\_\_\_

Website: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Arrival time: \_\_\_\_\_

Notes:

## Reception Musicians (band/DJ)

Company: \_\_\_\_\_

Person of contact: \_\_\_\_\_

Website: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Arrival time: \_\_\_\_\_

Notes:

Baker (cake/desserts)

Company: \_\_\_\_\_

Person of contact: \_\_\_\_\_

Website: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Delivery/arrival time: \_\_\_\_\_

Notes:

Other:

\_\_\_\_\_

Company: \_\_\_\_\_

Person of contact: \_\_\_\_\_

Website: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Delivery/arrival time: \_\_\_\_\_

Notes:

NOTES: