Vendor Coordination Checklist

1. Initial Vendor Research and Shortlisting

- ☐ **Identify Your Needs**: List all vendors you'll need (e.g., venue, caterer, photographer).
- ☐ **Research and Shortlist**: Find potential vendors through reviews, social media, and referrals.
- ☐ **Create a Vendor Contact List**: Document contact details and availability for each shortlisted vendor.

2. Vendor Communication and Inquiries

- ☐ **Initial Contact**: Reach out to vendors to inquire about availability and request quotes.
- ☐ **Compare Proposals**: Review and compare vendor proposals side-by-side.
- ☐ **Schedule Meetings/Consultations**: Arrange meetings with top vendors to discuss details and ensure a good fit.

3. Contract Review and Negotiation

- ☐ **Review Contracts Carefully**: Ensure all services, payment terms, and cancellation policies are clearly outlined.
- ☐ **Negotiate Terms**: Discuss any necessary changes to contract terms to better fit your needs.
- ☐ **Sign and Save Contracts**: Sign contracts and store them securely, both digitally and physically.

4. Payment Schedules and Tracking

- ☐ **Establish Payment Schedules**: Set up and track payment schedules for each vendor.
- ☐ **Track Deposits and Balances**: Keep a record of all payments made and balances remaining.
- ☐ **Prepare for Final Payments**: Ensure all final payments are ready before the vow renewal day.

5. Ongoing Communication

- ☐ **Regular Check-ins**: Maintain regular communication with vendors, especially as the event date approaches.
- ☐ **Confirm Final Details**: Double-check delivery times, setup requirements, and any special requests.
- ☐ **Address Last-Minute Changes**: Have a plan in place for handling any last-minute changes.

6. Day-of Coordination

- ☐ **Provide Vendor Contact List to Planner/Coordinator**: Ensure your planner has all vendor contact information.
- ☐ **Confirm Vendor Arrivals and Deliveries**: Verify that all vendors arrive on time and deliver as scheduled.
- ☐ **Emergency Contact Plan**: Designate someone to handle any vendor-related emergencies.

7. Post-Event Follow-Up

- ☐ **Thank You Notes**: Send thank you notes to vendors who provided exceptional service.
- ☐ **Final Payment and Receipts**: Ensure all final payments are made and that you have received receipts.
- ☐ **Vendor Review and Feedback**: Leave reviews to help other couples and support your vendors.