

Example Vendor List

Vendor Type	Company Name	Contact Name - required	Contact Phone Number - required	Contact Email	Scheduled Arrival Time	Details on services to be provided
DJ	Music Jam	Chris Bowman	206-850-1234		2:30p	Hired for: <input type="checkbox"/> Ceremony <input type="checkbox"/> Reception <input checked="" type="checkbox"/> Both <input type="checkbox"/> Other Will they use their own sound system? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Band	N/A					Hired for: <input type="checkbox"/> Ceremony <input type="checkbox"/> Reception <input type="checkbox"/> Both <input type="checkbox"/> Other Will they use their own sound system? <input type="checkbox"/> Yes <input type="checkbox"/> No
Musician	N/A					Hired for: <input type="checkbox"/> Ceremony <input type="checkbox"/> Reception <input type="checkbox"/> Both <input type="checkbox"/> Other Will they use their own sound system? <input type="checkbox"/> Yes <input type="checkbox"/> No
Photographer	BK-Photography	Brian Kettle	206-750-3456		4:00p	Website: BKphotography.com
Catering	Allstars	Heather Mills	425-750-1234		3:00p	Providing all food and beverages
Food Truck	N/A					
Bartender	Allstars	Jennifer Styles	425-750-1234		3:00p	Setting up 1 bar in the Dairy Barn

Florist	Flowers-RUS	Shannon Wright	425-725-1234	flowersrus@email.com	1:00p	Decorating all seating tables with center pieces
Cake/Dessert	N/A	Tina Woods	206-725-1122		3:30p	Setting up cake for wedding party
Ceiling Decor	Shine Bright	Susan Reeder	206-444-0000		12:00p	Scheduled pick up time: __11__:00__AM/PM
Decorator	N/A					
Wedding Planner	N/A					
Day of Coordinator	Stellar Events & Party Planning	Melissa Cruz	253-345-1234	mcruz@email.com	12:00p	Named as On-Site Contact
Photo booth	N/A					
Rental Company	Cort Rentals	Steve Bell	425-355-1234	cortrental@email.com	12:00p	Scheduled pick up time: __11__:30__AM/PM
Other						

TC Rentals – Heat for Hay Barn	Are you planning to heat the barn for your rental?	Scheduled Delivery Date	Scheduled Delivery Time	Scheduled Pick-up Date	Scheduled Pick-up Time
	Yes	10/22	3pm	10/23	9:30am

Vendor List Template

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Photographer						
Catering						
Food Truck						
Bartender						

Florist						
Cake/Dessert						
Ceiling Decor						Scheduled pick up time: ____:____ AM/PM
Decorator						
Wedding Planner						
Day of Coordinator						
Photo booth						
Rental Company						Scheduled pick up time: ____:____ AM/PM
Other						

TC Rentals – Heat for Hay Barn	Are you planning to heat the barn for your rental?	Scheduled Delivery Date	Scheduled Delivery Time	Scheduled Pick-up Date	Scheduled Pick-up Time