

2 Friends Events

Venue/Vendor Questionnaire

Venue

1. Is my date available?
2. What is your rental fee for Friday, Saturday and Sunday? Are there any additional fees?
3. What are the start/end times for my event? Do you allow additional hours for set up and tear down?
4. What does the fee include (set up, tear down, tables, chairs, dance floor, cleaning, trash removal, etc.)?
5. Do you allow outside catering?
6. What are your policies on alcohol?
7. What is the cost for the rehearsal or additional hours on your wedding day?
8. Is there a bride/groom room?
9. Are there any restrictions on decorating (flameless candles, hanging items on the walls)?
10. What is the maximum number of guests you can accommodate?
11. Do you have photos of past events?
12. Do you have a separate ceremony and reception space?
13. When do my rentals need to be dropped off/picked up?
14. When visiting the venue, make note of the following: local hotels and restaurants, parking, restrooms, flow of the event (ceremony, cocktail hour, reception), layout: buffet, tables and chairs, welcome and gift tables, dancing, bar, etc., and photography spots, back up plan for inclement weather.

Caterer

1. Do you have my date available?
2. What is the average price of your appetizers/meals and what is included (salad, bread, sides, etc.)?
3. Do you provide chaffing dishes and serving utensils for the buffet? Can you provide additional rentals (place settings, barware, etc.)?
4. Do you provide staff members to do all the set up and tear down? Be specific about your set up and tear down needs (table, chair and rental set up, cleaning, trash and recycling removal, etc.).
5. Can I schedule a tasting and what is the cost?
6. Can you accommodate dietary restrictions and is there an additional fee?
7. What do you charge for children and vendor meals?
8. Are there any additional fees?
9. Do you limit the number of meetings we can have?
10. Do you have references?
11. What is the back up plan in case something happens to you on our wedding day?
12. What do you charge for non-alcoholic beverages (water, tea, lemonade, sodas and coffee service)?
13. Can you provide the alcohol and a bartender for my event and what is the cost?
14. Do you charge a cake cutting fee?
15. Do you charge a fee to remove all garbage and recycling?

Photography

1. Is my date available?
2. How would you describe your style? Can I see your portfolio?
3. What do you charge? Do you charge a travel fee? Make note of how many hours are included with each package.
4. Do you bring an assistant?
5. Will you be able to get shots of me getting ready, the ceremony and reception within the allotted time?
6. What do you charge for an engagement session?
7. Will you be the photographer for my wedding?
8. Have you worked at my venue before?
9. Do you limit the number of meetings we can have?
10. Do you have references?
11. What is your back up plan in case something happens to you on our wedding day?
12. How long will it take for me to get my pictures and how will they be delivered?
13. Will I own the rights to all my pictures?
14. How much editing will you do to my pictures?

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DJ/Band

1. Is my date available?
2. What is included with your package?
3. Do you charge an additional fee for travel, ceremony/cocktail hour music and to mic our officiant?
4. Will you be the DJ at our wedding?
5. How would you define your style?
6. What is your back up plan in case something happens and you cannot make it to our wedding?
7. Do you have references?
8. How involved can we be with the music selection for our event?
9. Do you limit the number of meetings we can have?
10. Do you offer additional services such as lighting or a photo booth?
11. Can you help me develop a timeline for my event?
12. In addition to playing music, will you also MC the event (make special announcements, help with the flow of the evening).

Florist

1. Is my date available?
2. What does your pricing include?
3. Does your fee include delivery and set up?
4. Are there any additional fees?
5. Do you have references?
6. Can I see some sample pictures?
7. What is your back up plan in case something happens to you on our wedding day?
8. Can you help me with some suggestions on decor and how to make the flowers fit within my overall design?
9. Do you limit the number of meetings we can have?
10. Do I have the option of renting vases and when/where would they need to be returned?
11. Do you have any options for ceremony décor?

Bakery

1. Is my date available?
2. What does your pricing include? Will you deliver to my venue and if so, what is the fee?
3. Can I do a tasting? Is there a fee?
4. What flavors do you have available?
5. Does your fee include delivery and set up?
6. Are there any additional fees?
7. Do you have references?
8. Can I see some sample pictures?
9. What is your back up plan in case something happens to you on our wedding day?
10. Can you help me with some suggestions on design so the cake will fit within my overall design?
11. Are you licensed?
12. Do you have your own shop?
13. Will you add fresh flowers or the cake topper when you deliver the cake?
14. Do you limit the number of meetings we can have?
15. Do you have stands available for rent? When and where do they need to be returned?

Rentals

1. Is my date available?
2. Does your fee include delivery, set up and tear down?
3. Are there any additional fees? Do you charge a fee for a specific delivery/pick up time (1-hour window, early morning drop off or late night pick up)?
4. Can I visit your showroom to see samples?

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