



VENDOR CONTACT INFORMATION

Wedding Of \_\_\_\_\_

Wedding Date \_\_\_\_\_

◆ Ceremony Venue \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Phone \_\_\_\_\_

Email \_\_\_\_\_

On-site Contact Name \_\_\_\_\_

On-site Contact Phone \_\_\_\_\_

Notes

◆ Reception Venue \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Phone \_\_\_\_\_

Email \_\_\_\_\_

On-site Contact Name \_\_\_\_\_

On-site Contact Phone \_\_\_\_\_

Notes

◆ *Wedding Planner* \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Phone \_\_\_\_\_

Email \_\_\_\_\_

Day of Contact Name/Phone \_\_\_\_\_

Arrival Time \_\_\_\_\_

Notes

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◆ *Officiant* \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Phone \_\_\_\_\_

Email \_\_\_\_\_

Arrive Time \_\_\_\_\_

Notes

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◆ *Caterer* \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Phone \_\_\_\_\_

Email \_\_\_\_\_

On-site Contact Name/Phone \_\_\_\_\_

Arrival Time \_\_\_\_\_

Notes

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◆ *Bartender/Bar Service* \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Phone \_\_\_\_\_

Email \_\_\_\_\_

On-site Contact Name/Phone \_\_\_\_\_

Arrival Time \_\_\_\_\_

Notes

◆ *Cake/Dessert* \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Phone \_\_\_\_\_

Email \_\_\_\_\_

On-site Contact Name/Phone \_\_\_\_\_

Arrival Time \_\_\_\_\_

Notes

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◆ *Music/Dj/Band* \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Phone \_\_\_\_\_

Email \_\_\_\_\_

On-site Contact Name/Phone \_\_\_\_\_

Arrival Time \_\_\_\_\_

Notes

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◆ *Photographer* \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Phone \_\_\_\_\_

Email \_\_\_\_\_

Arrival Time \_\_\_\_\_

Notes

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◆ *Videographer* \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Phone \_\_\_\_\_

Email \_\_\_\_\_

Arrival Time \_\_\_\_\_

Notes

◆ Florist \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Phone \_\_\_\_\_

Email \_\_\_\_\_

On-site Contact Name/Phone \_\_\_\_\_

Arrival Time \_\_\_\_\_

Notes

◆ Hair/Make-up \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Phone \_\_\_\_\_

Email \_\_\_\_\_

On-site Contact Name/Phone \_\_\_\_\_

Arrival Time \_\_\_\_\_

Notes

◆ Wedding Insurance \_\_\_\_\_

Claims Rep Name \_\_\_\_\_

Claims Rep Phone \_\_\_\_\_

Email \_\_\_\_\_

Notes

◆ Transportation \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Phone \_\_\_\_\_

Email \_\_\_\_\_

On-site Contact Name/Phone \_\_\_\_\_

Arrival Time \_\_\_\_\_

Notes



◆ Rentals

Contact Name \_\_\_\_\_

Contact Phone \_\_\_\_\_

Email \_\_\_\_\_

On-site Contact Name/Phone \_\_\_\_\_

Arrival Time \_\_\_\_\_

Notes

◆ Additional Vendor

Contact Name \_\_\_\_\_

Contact Phone \_\_\_\_\_

Email \_\_\_\_\_

On-site Contact Name/Phone \_\_\_\_\_

Arrival Time \_\_\_\_\_

Notes

◆ Additional Vendor

Contact Name \_\_\_\_\_

Contact Phone \_\_\_\_\_

Email \_\_\_\_\_

On-site Contact Name/Phone

Arrival Time

Notes

◆ Additional Vendor

Contact Name \_\_\_\_\_

Contact Phone \_\_\_\_\_

Email \_\_\_\_\_

On-site Contact Name/Phone \_\_\_\_\_

Arrival Time \_\_\_\_\_

Notes





EMERGENCY CONTACT INFORMATION

Wedding Of \_\_\_\_\_

Wedding Date \_\_\_\_\_

◆ Name \_\_\_\_\_

Relationship \_\_\_\_\_

In Attendance \_\_\_\_\_

Notes

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◆ Name \_\_\_\_\_

Relationship \_\_\_\_\_

In Attendance \_\_\_\_\_

Notes

\_\_\_\_\_

◆ Name \_\_\_\_\_

Relationship \_\_\_\_\_

In Attendance \_\_\_\_\_

Notes