



Vendor Coordination Guide

Keep every vendor organized, on-time, and in sync. Your complete system for flawless event-day coordination.

- 1 Vendor Contact Sheet
- 2 Coordination Checklist
- 3 Day-Of Communication Plan



Vendor Contact Sheet

Print & fill in — keep one copy, give one to your coordinator

Event Date: _____

Event Name: _____

VENDOR TYPE	COMPANY	CONTACT NAME	PHONE	EMAIL	ARRIVAL	NOTES
Venue	_____	_____	_____	_____	_____	_____
Caterer	_____	_____	_____	_____	_____	_____
DJ / Band	_____	_____	_____	_____	_____	_____
Photographer	_____	_____	_____	_____	_____	_____
Videographer	_____	_____	_____	_____	_____	_____
Florist	_____	_____	_____	_____	_____	_____
Baker / Dessert	_____	_____	_____	_____	_____	_____
Rentals	_____	_____	_____	_____	_____	_____
Transportation	_____	_____	_____	_____	_____	_____
Hair / Makeup	_____	_____	_____	_____	_____	_____
Other: _____	_____	_____	_____	_____	_____	_____
Other: _____	_____	_____	_____	_____	_____	_____

PRO TIP: Make 3 copies of this sheet: one for you, one for your day-of coordinator, and one as a backup in your car. Save a digital photo of the completed form on your phone.

✓ Vendor Coordination Checklist

Work through this list in order

4 WEEKS BEFORE

- Confirm all vendor contracts are signed and deposits paid
- Review cancellation and backup policies with each vendor
- Begin drafting event timeline and share draft with vendors for feedback
- Confirm venue capacity, layout restrictions, and noise curfew

2 WEEKS BEFORE

- Confirm **final headcount** with caterer **CRITICAL**
- Send **floor plan** to DJ/band — mark power outlets, stage area, speaker placement **CRITICAL**
- Send floor plan to photographer/videographer — note ceremony, first dance, cake spots
- Confirm **final payment due dates** — prepare checks/payments
- Finalize song list, do-not-play list, and special announcements with DJ
- Confirm menu selections and any dietary accommodations with caterer

1 WEEK BEFORE

- Send **final event timeline** to ALL vendors **CRITICAL**
- Confirm **delivery times** with florist — specify setup start time
- Confirm **setup/breakdown times** with venue
- Send **parking/loading dock instructions** to all vendors needing them
- Distribute **emergency contact list** to all vendors
- Confirm **vendor meal count** — caterer needs this for prep
- Identify and share the **day-of point person** with all vendors
- Confirm rental delivery and pickup schedule

DAY BEFORE

- Call or text every vendor to confirm arrival time — one final check
- Print 5 copies of the timeline + floor plan
- Prepare vendor gratuity envelopes (if tipping)
- Charge your phone — you'll be texting vendors all day
- Pack emergency kit: tape, scissors, safety pins, stain remover, pain reliever

DAY OF

- Arrive before first vendor — open venue, lights, AC
- Check off each vendor as they arrive — hand them printed timeline
- Walk the floor plan with each vendor — confirm placement
- Do a final sound check with DJ/band before guests arrive

Distribute gratuity envelopes at end of event



Day-Of Communication Plan

Who contacts whom & when

Communication Chain of Command

POINT PERSON (Day-of Coordinator)

Name: _____ Phone: _____

↓ Venue

↓ Caterer

↓ DJ/Band

↓ Photo

↓ Florist

↓ Rentals

All vendor questions go through the point person — NOT the couple/host

Day-Of Contact Schedule

WHEN	WHO TO CONTACT	WHAT TO CONFIRM	METHOD
Morning	All vendors	ETA confirmation — "On track for [time]?"	Quick text to each vendor
Setup	Venue manager	Room ready, AC/heat on, doors unlocked	Phone call or in person
Setup	Caterer	Kitchen access, serving time, special meals	In person walkthrough
Setup	DJ / Band	Power, stage position, sound check time	In person
1 hr before	Photographer	Shot list, key moments, timeline review	In person briefing
During	Caterer	Course timing cues ("ready for salad")	In person / text
During	DJ	Speech order, dance cues, announcements	In person handoff
End	All vendors	Breakdown timeline, who leaves when	In person confirmation

Emergency Contingency Plan

✗ Vendor No-Show

Call vendor immediately. If no answer within 15 min, call backup. Always have a Plan B vendor name saved in your phone for DJ and caterer.

✗ Equipment Failure

DJ speakers out? Use a Bluetooth speaker + phone playlist as emergency backup. Projector down? Print slides. Always have analog backups.

✓ Weather (Outdoor Events)

Have an indoor backup plan confirmed 1 week out. Rent a tent as insurance. Check weather 72, 48, and 24 hours before — decide by 24hr mark.

✓ Timeline Running Late

Cut cocktail hour by 15 min (guests won't notice). Shorten open dancing. Never cut speeches or key moments — just compress transitions.

📝 Additional Notes

Plan Your Vendor Layout for Free

Show every vendor exactly where to set up with a visual floor plan

