

Portola Event Planning

Wedding & Reception Vendor Checklist

1. Caterer: _____ Phone #: _____
Set up time: _____ Email: _____
**License # _____
2. Videographer: _____ Phone #: _____
Arrival time: _____ Email: _____
3. Photographer: _____ Phone #: _____
Arrival time: _____ Email: _____
4. DJ: _____ Phone #: _____
Set up time: _____ Email: _____
5. Music: _____ Phone #: _____
Set up time: _____ Email: _____
6. Cake: _____ Phone #: _____
Delivery time: _____ Email: _____
7. Florist: _____ Phone #: _____
Delivery time: _____ Email: _____
8. Decorations: _____ Phone #: _____
Delivery time: _____ Email: _____
Set up time: _____
9. Decorations clean up crew: _____ Phone #: _____

_____ Email: _____
_____ Email: _____
_____ Email: _____
_____ Email: _____
10. Other vendors:
Who: _____ Phone #: _____
What: _____ Email: _____

Who: _____ Phone #: _____
What: _____ Email: _____