

Get Organized



Don't forget to ask...

Questions for Vendors

- ~ What is included in the quoted price? Are there any additional charges for travel, delivery, set-up, taxes or fees?
- ~ Do you offer any discounts - AAA, Military, Senior Citizen, Past Customer, etc?
- ~ What forms of payment do you accept?
- ~ Do you require a deposit and when is full payment due?
- ~ Do you accept gratuity, and if so, how is it handled?
- ~ Can you provide at least 3 referrals from previous customers?
- ~ How long have you been in business and how many events have you done?
- ~ How much time do you need to set-up?
- ~ Do you have a business license (if required)?
- ~ Do I need to sign a contract?
- ~ Are you insured or bonded?
- ~ Where area do you service? (Make sure your area is covered!)
- ~ What is the quality of your equipment? Can I see pictures?
- ~ Do your staff members wear a uniform? What does the uniform look like?
- ~ Can you handle special requests?
- ~ What is your cancellation policy?
- ~ What makes you stand out from your competition?
- ~ Why should I hire you?



Questions for Caterers

- ~ How will you handle leftovers?
- ~ What time will the food be cleaned up?
- ~ What is provided? Plates, silverware, linens, chaffing dishes, serving utensils, etc.?
- ~ What is the ratio of servers for my event?
- ~ Do you provide table cloths or skirts for the tables?

Questions for Photographers

- ~ What format will my proofs be in and how do I select photos?
- ~ Do you print the photos?
- ~ Can I order photos in color and in black and white?
- ~ Who owns the rights to the photos of my event?
- ~ Will my photos be posted on a website?
- ~ How do I order photos?
- ~ How long will you keep my photos on record?
- ~ What size photos do you offer?
- ~ Can you enhance or add special effects to my photos?

Questions for Venues

- ~ Where will my guests park? Is there a fee to park?
- ~ Do you offer valet parking?
- ~ Are you required to cater the event or can I hire my own caterer/bring my own food?
- ~ Do you offer bartenders and what is the fee?
- ~ How many people can the room accommodate?



Questions for Venues Continued

- ~ Do you have a PA system/screen available for use?
- ~ Can I hire my own vendors?
- ~ Is there a fee for cleanup?
- ~ How long will I have the room?
- ~ Is it possible to extend the event for additional time and how much is it per hour?

Questions for Disc Jockeys

- ~ How many music files do you have?
- ~ What types of music do you have?
- ~ Can you take Requests?
- ~ Do you make announcements?

Questions for Yourself

- ~ What was your first impression of the vendor?
- ~ Do you feel comfortable with their answers to your questions?
- ~ Were they knowledgeable of their products and services?
- ~ How would you rate their customer service?
- ~ Did you feel comfortable with what they are offering?
- ~ Do you have confidence in their abilities?
- ~ Are you happy with their price?