

Part Four: Hiring

A printable document to bring all of the questions along with you.

General Questions for *Every* Vendor:

- What is your cancellation policy?
- How much is the deposit? When is it due? Is it refundable?
- What forms of payment do you accept? What do the payment plans look like?
- Can I see the different packages you offer?
- Can I see a copy of your standard contract?
- Do you offer lower fees for off-season or weeknights?
- How far in advance can I reserve my date?
- What type of services do you offer?
- When is the final payment due?

Specific Vendor Questions:

Venue:

- What dates are available for the month I'm considering? What time is the venue available for the date I'm considering?
- Do you have liability insurance?
- How much time do you offer for rehearsals?
- What is the venue capacity?
- Is there an area where my wedding party can get ready?
- Do you have bartenders or should I hire my own? Can the venue provide alcohol? Is there a corkage fee for providing my own alcohol?
- Does your liquor license cover outside?
- How is alcohol priced?
- Can I use a DJ or live band in the venue? Are there any noise restrictions? Do you provide sound amplification?
- Do you have microphones for speeches?
- How long will my vendors have for setup & teardown?
- Is there parking available onsite? Is there overflow parking? Do you offer any shuttle services?
- Do you have in-house catering? What is the menu? Are they included in the rental fee?
- Can I bring my own cake from an outside bakery?
- Are there any decor limitations?
- Do you work with any vendors exclusively? What are your preferred vendors?
- Do you have a contingency plan for outdoor ceremonies?
- Who will be my main point of contact?

Wedding Planner:

- Do you do day-of coordination?
- What packages are best for me to consider?
- How many meetings will we have, and how will we be involved? What does the timeline look like?
- Do you handle professional services, contracts & payment processing?
- How many people on your staff will be on-site during the wedding?
- What are some ideas you have for pulling off our vision?
- How would you rate your problem-solving skills?
- Do you receive a commission from referred vendors?
- How many clients do you take on per year and per month?
- Have you ever worked with a couple who had a similar style to us?

Florist:

- Are you able to do a venue walk-through before our wedding date?
- Will you be arranging our flowers or will it be someone else on your team?
- Do you require a minimum floral budget?
- How far in advance do you make the arrangements & how are they stored?
- Do you have a portfolio? How long have you been in business?
- Do you charge a delivery fee? How long do you need to set-up?
- Can you create a sample arrangement before I sign the contract? Is there a fee for this?
- How would you describe our style? What flowers should we use based on the date of our wedding?
- Can you provide additional decor elements?
- How do you price your floral arrangements?

Photographer:

- Will you be the one on-site shooting my wedding?
- Do you have an assistant or second photographer to accompany you?
- Do you often shoot weddings that are similar in size & style to ours?
- How would you describe your photography style?
- Can we order prints & albums directly from you?
- Will the images be accessible online? For how long?
- What if something happens to my photographer?
- What are your preventative measures to ensure you don't lose our photos? (Answers should be: using different memory cards throughout the day, making multiple backups immediately after getting home, hiring a second shooter)
- What happens if you lost all the photos from my wedding?
- Will you be posting about our wedding on social media?
- What does your package include?
- How long will it be until I receive my proofs?
- How do you like to schedule a wedding day?
- Will I receive raw or edited images? How many?

- Do you use artificial light during evenings or nights?
- Do you charge an overtime rate?
- Who owns the rights to these images?
- Do you carry backup equipment?

Videographer:

- How many weddings do you shoot per year?
- How would you describe your style?
- Will there be a second shooter at my wedding?
- What type of music do you use? Do I get to choose my own music?
- Do you include audio clips in the final product? Will you hook up to my DJ's soundboard?
- What happens if my DJ doesn't let you hook up to their soundboard?
- Do you offer re-edits if I don't like the final version?
- What type of lighting will you use during my reception?
- Will you coordinate with my photographer?
- Do you offer HD or 4K video?
- Do you provide any drone footage?
- How long will it be before I receive my final video?
- What if something happens to my videographer?
- What will you do if there is inclement weather during the wedding?

Makeup Artist:

- Can you travel for my wedding day?
- Can I book a makeup trial appointment?
- What products do you use? Do you have products for my specific skin type?
- What will you do to ensure my makeup looks great the whole day (crying, creasing, oily, etc)?
- Where did you learn how to apply makeup?
- What size of a bridal party can you accommodate?
- How long will the makeup for everyone take on my wedding day?
- Do you also do hair? Can you recommend a stylist?
- How long will you be staying on the day?

Hair Stylist:

- Can you travel for my wedding day?
- Can I book a hair trial appointment?
- What products do you use? Do you have products for my specific hair type?
- What will you do to ensure my hair looks great the whole day (no flyaways, frizziness, flatness, etc)?
- Where did you learn how to apply makeup?
- How long will it take to complete my hair on my wedding day?
- Can you accommodate my bridal party as well? How long would it take for everyone?
- How long will you be staying on the day?
- Will you provide hair accessories?
- Do you also do makeup? Can you recommend a makeup artist?

Cake Baker:

- What type of frosting do you use?
- Can you accommodate dietary restrictions?
- If I choose to add fresh flowers, will you work alongside my florist?
- Who will make my wedding cake?
- Do you provide cake stands & knives?
- What's the delivery process for the day of? What are the fees for delivery & cake set up?
- Do you specialize in a certain type of cake?
- Can I come in for a tasting?
- Can I design a custom cake or do I have to choose from set designs?
- Can I see a copy of your standard contract?
- Are there any additional fees I should be aware of?

Catering:

- Which catering styles do you offer?
- Do you specialize in a certain cuisine?
- Will the food be prepared on-site or brought in pre-cooked?
- Are menus fixed or can we choose our own?
- Do you offer food for dietary restrictions?
- Have you worked at our venue before?
- Do you serve alcohol? Are you licensed to serve alcohol?
- Are you licensed with health permits & liability insurance?
- Can you supply flatware, glassware & dinnerware?
- Do you also provide vendor meals?
- How do you handle last-minute requests?
- How long will it take you for setup & teardown?
- What is your ratio of servers to guests?
- What are your water, electrical & equipment needs?
- Do you also provide wedding cakes? Do you charge a fee for hiring an outside baker?
- When do you do menu tastings? Is there a charge for this?

DJ/Band:

- Can you describe your style?
- What sets you apart from the competition?
- How do you keep your music collection up to date?
- Do you take requests from guests?
- How much would you charge for overtime?
- Are you insured?
- Can you provide a wireless mic for the ceremony?
- Does any of your equipment require special electrical outlets that I need to inform my venue about?
- Have you worked at my venue before? If not, who will go to ensure all of your equipment works properly?

- Do you take breaks? How many & when?
- Do you plan to use lighting or any additional special effects?
- What does setup & teardown look like on the schedule?
- How do you motivate a shy crowd to dance?
- What's your backup plan for equipment malfunction, sick day, etc?

Dress Salon:

- What do you think will look flattering on me?
- Does my specific wedding date present any limitations?
- How customizable is this dress?
- Do I have to wear undergarments with my gown?
- Will the dress be steamed at pickup?
- What is the best way to store my gown?
- Are fittings included in the price?
- Is there any trunk shows coming up?
- Do you offer alterations?
- Can I take photos of my dress in the store?
- What happens if I gain or lose weight after the final fitting?

Transportation:

- What models of vehicles do you use? Colours, size, types?
- Do you charge by mileage or by the hour?
- Will we need to set our route ahead of time?
- How many people can I bring with me?
- What amenities do your vehicles have?
- What does your driver wear?
- Can we review a sample contract?
- Are you fully insured & licensed?

Officiant:

- Are you legally able to perform a marriage in British Columbia?
- How will you create our ceremony & how much input will we have?
- Do you have a script or do you personalize each ceremony for every couple?
- How long is a typical ceremony?
- Do you do rehearsals?
- What do you wear?
- What time will you arrive?
- Will you fill out and file our marriage license?
- Do you require pre-marital counselling?
- Do you have a contingency plan?
- Is the officiant open to any personal ideas for the ceremony? Ex) Personalized vows, etc