

**Handy guide for required documentation - all documentations are due 45 days prior to event - must be clear & legible.**

Please provide name, phone number and email address of any vendor who will be providing service at your event.

Please email all information to [cypressbarnatmillerlake@gmail.com](mailto:cypressbarnatmillerlake@gmail.com). Text Teresa Lo @ 931-982-4422 if you have question.

Vendors	Name	Phone number	Email	License or business license	Insurance (certificate of insurance)
<b>Full Service Planner</b>				<b>Yes</b>	<b>Yes</b>
Catering Service				<b>Yes</b>	<b>Yes (must)</b>
Photographer					
DJ (Music service)					
Wedding Planner					
Cake/Baker					
<b>Drapery Service</b>					<b>Yes (must)</b>
Videographer					
Florist					
Day of Coordinator					
Hair & Make up					
Bartender if alcohol is served				<b>Current ABC license &amp; photo ID</b>	<b>Request coverage when purchasing event insurance</b>
Security Service if alcohol is served.				<b>Badge, license &amp; photo ID</b>	<b>We can provide. \$ 150-\$180 depending on coverage</b>
<b>Event insurance</b>	<b>Check contract for</b>	<b>coverage requirement.</b>	<b>Name Cypress Barn</b>	<b>as additional policy</b>	<b>holder.</b>