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Wedding Vendor Contract Checklist

Don't Sign Yet! 10 Questions to Ask Before You Sign.

Pick through the details before you pick your vendors.

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What is the total price?

Ask for the full cost, including taxes, service charges, gratuities, administrative fees and any other mandatory charges. Get it in writing.

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What exactly is included?

Make sure everything you discussed – from services to specific items – is clearly listed in the contract.

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What costs extra?

Ask about upgrades, overtime, delivery, setup and teardown, travel fees, additional staff, premium products and anything else that may not be included.

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How much is nonrefundable?

Know exactly which payments you can and cannot get back, and under what circumstances.

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What happens if we cancel?

Find out what you may still owe, beyond any deposits, if you cancel your event.

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What happens if they cancel or can't perform?

Know what the vendor is required to do, what happens to your money, and whether you are entitled to a refund or a replacement.

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Can we postpone or change the date?

Find out if you can move your date, what it will cost, and whether the new date must fall within a certain time period.

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What are our deadlines?

Put all important dates on your calendar: payments, guest count, menu selections, vendor information, insurance, cancellations and anything else with a deadline.

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Can the price or terms change after we sign?

Look for provisions that allow price increases, substitutions or changes to services, timing or staff.

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Is everything we were promised actually in the contract?

If it's important to you, get it in writing. Don't rely on verbal promises, texts or emails unless they are clearly incorporated into the agreement.

Before You Sign:

- ☐ Read it.
- ☐ Ask questions.
- ☐ Get changes in writing.
- ☐ Keep a copy.