

church officiant

- Do we have to be a member of this church? Yes No
- Are we required to attend premarital counseling? If so, how many sessions? Yes No Number.....
- What is the cost to book the church?.....
- How far in advance must we make the booking?.....
- How many people can the church hold?.....
- Are we allowed to take photos and video the ceremony? Yes No
- Are there restrictions regarding flowers, candles and other decorations? Yes No
- May guests throw confetti or other options such as birdseed, rose petals and rice, or blow bubbles? Yes No
- Is there wheelchair access? Yes No
- To what extent can we personalise our ceremony?.....
- Are there music restrictions? Yes No
- Are there restrictions regarding the day of the week, or the time the ceremony can take place?.....
- What about religious holidays? Yes No
- What is the church policy regarding interfaith marriages?.....
- Will you officiate together with clergy from another faith? Yes No
- Is there another wedding booked on the day of our planned ceremony? What time? Yes No
- Other questions.....
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celebrant

- Do you have ideas and ceremony suggestions to assist us in our preparation? Yes No
- Do you have a list of references? Yes No
- What would you say is your delivery style e.g. jovial, serious?.....
- What will you wear to our ceremony?.....
- How many times will you meet with us to plan and prepare our ceremony?.....
- Do you have a portable PA system? Yes No
- How long before the wedding do you arrive?.....
- Do you offer a rehearsal at the ceremony location? Yes No
- Do you provide a choice of marriage certificates? Yes No
- Do you have other commitments on the day of our wedding? (e.g. another wedding) Yes No
- Other questions.....
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band/DJ/musicians

Have you had experience in weddings? How many have you played at?

Have you received any formal training? Yes No

Do you have references? Yes No

Is it possible to see one of your gigs? Yes No

How far in advance must we make the booking?

Do you have the appropriate music and variety for our function? Can we see a song list? Yes No

What size is your music library?

Can we pass on a list of songs we do and don't want played? Yes No

Are you capable of acting as MC should we require you to do so? Have you done so before?

Do you require breaks? If so, how many and for long?

Will you play a CD during this time?

What will you be wearing?

What equipment do you provide?

What time will you arrive to set up your equipment? Can you set up earlier if required?

How much space do you need?

Do you provide background music for the mealtime? Yes No

Do you offer lighting effects and a microphone for speeches? Yes No

Can you work in conjunction with a DJ/band? Yes No

When is the deposit and final payment due?

What is your cancellation and refund policy?

What are your overtime charges and any additional charges (i.e. travel)?

What band, if any, would you say you most likely resemble (in terms of musical style)?

Other questions

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caterer

Are you a full-time caterer? Yes No

Have you received any formal training? Yes No

How much experience have you had with weddings?

Have you handled events of my type and size? Yes No

Do you specialise in a particular food or service style? Yes No

How far in advance must we make the booking?

Can you arrange a tasting of the dishes we're interested in serving? Yes No

Will you provide waiting staff? What is the staff-to-guest ratio?

What is the staff dress code?

Can you provide a list of references? Yes No

What kind of kitchen facilities will you require?

Do you work with fresh or frozen food? Yes No

How many menu selections do you have? What are the cost variances per person?

Are the necessary china, glassware and utensils provided? At what extra cost?

What is included and not included in your rental provision? (e.g. tables, chairs, linens etc.)

Is food provided for the photographer, videographer, band or DJ? Yes No

What type of food items do you recommend for my budget and the number of guests?

If we choose a buffet style, is the service charge included or is it extra? Yes No

Can you accommodate special dietary requirements? Yes No

Do you have a special menu and prices for children? Yes No

Do you provide alcohol and other beverages? If so, do you have a flexible wine list? If you don't provide beverages, when should we get them to you? Is there a corkage fee?

Do you have the correct glassware for the beverages being served? Yes No

How much time is needed to set up?

What deposit is required?

What is your refund or cancellation policy?

Is there an overtime charge? What about breakages?

When are the final headcount and payment due?

Is the set-up and clean-up included in the bill? Yes No

What is your leftovers policy?

reception venue

How many years have you been in business and how many weddings have you hosted?

What is the capacity of the venue?

How far in advance must we make the booking?

Do you have all the necessary licences and permits? Yes No

Do you allow outside caterers? Is the kitchen fully equipped? Yes No

Is there a dance floor and how many people can it hold?

Is there a sufficient power supply? Yes No

What equipment do you provide (e.g. tables, linen, plates)?

Is there a PA system available for speeches? Yes No

Is there a noise restriction to be adhered to? Yes No

Do you offer a decoration service or, if not, when can we have access to the venue?

Is there adequate parking? Yes No

Is there disabled access? Yes No

Is there a cloakroom and a safe place to store gifts? Yes No

Can we put a marquee up on the grounds? Yes No

Do you have a specific closing time? Yes No

Is a deposit required? When and how much?

What are your refund and cancellation terms?

If at a hotel:

Do the bride and groom receive a complimentary suite? Yes No

Are discounts available for guests booking their accommodation with you? Yes No

Other questions

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photographer

Will you personally be taking the photographs at our wedding? Yes No

How many years experience have you had? How many weddings have you photographed?

Have you had any formal training? Yes No

May we see your portfolio? Yes No

Do you work with digital or film?.....

How far in advance must we make the booking?.....

Do you have another job on the day of our wedding? Yes No

What are your criteria for choosing what you photograph at a wedding?.....

Are we able to give you a list of the photographs we would like?.....

Are you available before and after the ceremony, at my home and at the reception? Yes No

Have you previously worked at our ceremony and reception site? Yes No

Do you have a list of different locations that may be suitable for our wedding photos? Yes No

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How do you charge: a flat fee or by the hour?

Will you stay longer if required? If so, what are the rates for overtime? Yes No

Do you have back-up equipment if something goes wrong? Yes No

Will there also be an assistant? Yes No

Are there any extra costs (e.g. travel)? Yes No

Do you have package deals? If so, what is included in these? (e.g. albums) Yes No

What is your payment and cancellation policy?

Do you offer any type of guarantee? Yes No

On average, how long does it take for the proofs of the pictures to be ready?

Once we have ordered the photos, how long will it take before we receive them?

What are your policies regarding negatives?

What will you wear to our wedding?.....

Other questions.....

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