



GUIDE TO INTERVIEWING POTENTIAL VENDORS

FROM MBD MARKETING & EVENTS

INTERVIEW CHECKLIST

How long have you been in business?

(When you are working with new companies, it is helpful to know how long they have been in the industry.)

How many events/weddings do you book per day? Per week? If more than one, how does your team handle the volume? Who will be the point of contact?

What is your deposit? Is it refundable? Is the amount negotiable?

When do we need the final head count / what is the last possible date for any changes?

What is your cancellation policy?

Do I need to use your vendors? (question for venues)

Can I review your contract?

Are there any additional fees? Gratuities, taxes, additional staff, etc. ?

Do you carry liability insurance?

(It is very important to book a vendor who maintains their own liability insurance.)

What happens if you are sick or cannot work the day of our event/wedding?

Do you have references?

Do you charge a travel fee?

What do you most love about your job - being in this industry? (trust us, this answer will tell you everything about their passion)

What do you do or offer that is different from others in the industry? What does it matter?



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