



Vendor List Instructions

All-Inclusive Clients, your Coordinator takes care of all this for you. Sit back and relax!

1. Planner/Coordinators, Caterers, and Bar Service Providers not listed on our Family Favorite Vendor List must have a signed Policy Agreement on file with Hearth House Venue. If they say they already have one, request from them a copy and you'll be set. If they are new to us, ask them to go to our website's Family Favorite Vendor page and fill out the New Vendor Application. We will then send them a Policy Agreement and they will let you know if/when they get cleared to provide services at Hearth House Venue.
2. You don't have to use this Worksheet. It's just here to help you prepare for when the VENDOR QUESTIONNAIRE is sent to you and/or your Coordinator.
3. Choose your Vendors at least 90 days before your Event, and list them on the Vendor Questionnaire sent to you and/or your Coordinator.

| *Liability Insurance & Venue Approval Required | Contact Information | *Insurance Sent | *Venue Approved |
|--|--------------------------------------|------------------------|------------------------|
| *Day of Coordinator/ Wedding Planner Company Name: Company Email: | Primary Contact: Phone: Email: | | |
| *Caterer (Full Service) Company Name: Company Email: | Primary Contact: Phone: Email: | | |
| *Bar Service/Bartender (TIPS Certified) Company Name: Company Email: | Primary Contact: Phone: Email: | | |
| Who is providing Alcohol If not Bar Service? Company Name: Company Email: | Primary Contact: Phone: Email: | n/a | n/a |
| Photographer Company Name: Company Email: | Primary Contact: Phone: Email: | n/a | n/a |
| Videographer Company Name: Company Email: | Primary Contact: Phone: Email: | n/a | n/a |

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|---|--------------------------------------|-----|-----|
| DJ/ MC Company Name: Company Email: | Primary Contact: Phone: Email: | n/a | n/a |
| Rental Company Company Name: Company Email: | Primary Contact: Phone: Email: | n/a | n/a |
| Florist Company Name: Company Email: | Primary Contact: Phone: Email: | n/a | n/a |
| Bakery Company Name: Company Email: | Primary Contact: Phone: Email: | n/a | n/a |
| Décor (who is staging décor onsite) Company Name: Company Email: | Primary Contact: Phone: Email: | n/a | n/a |
| Other Vendor Company Name: Company Email: | Primary Contact: Phone: Email: | n/a | n/a |
| Other Vendor Company Name: Company Email: | Primary Contact: Phone: Email: | n/a | n/a |
| Other Vendor Company Name: Company Email: | Primary Contact: Phone: Email: | n/a | n/a |