EVENT PLANNING CHECKLIST

VENDOR TYPE	VENDOR NAME	VENDOR CONTACT	ARRIVAL TIME	SETUP TIME	TAKEDOWN TIME	TOTAL COST	AMOUNT PAID	INVOICE NUMBER	NOTES
Venue									
Florist									
Catering									
Tables & Chairs									
Decorations									
Cake									
DJ/Band/Ent.									
Photographer									
Videographer									
Transportation									
Officiant									
Hair & Makeup									
Security									
Other									