EVENTS / WORKSHEET

Wedding Vendor Comparison

Compare true costs, important terms and what is actually included.

EVENT DATE

BUDGET / CURRENCY

1 NON-NEGOTIABLES

Write capacity, timing, accessibility and essential deliverables.

2 EXTRAS + HIDDEN COSTS

Check setup, cleanup, tax, travel, service and overtime fees.

3 CONTRACT RISKS

Record cancellation policies, due dates and decision owners.

KEEP YOUR SOURCES

Add dates and factual notes. Keep original documents in a secure separate place.

EVENTS / RECORD + REVIEW

Wedding Vendor Comparison

Compare true costs, important terms and what is actually included.

PERIOD / PROJECT

REVIEW DATE

VENDOR	TOTAL PRICE	DEPOSIT	DUE DATE	INCLUSIONS / RISK

DEPOSITS COMMITTED

OUTSTANDING BALANCES

RECONCILE BEFORE DECIDING

Amounts and statuses do not calculate automatically. Review estimates against confirmed facts.

EVENTS / EXAMPLE + USE GUIDE

Wedding Vendor Comparison

Compare true costs, important terms and what is actually included.

01

COMPARE EQUAL SCOPE

Ask suppliers to quote the same deliverables and dates.

02

READ THE TERMS

Confirm cancellation, service charges and overtime.

03

TRACK WHAT REMAINS

Deposits paid and final balances are separate figures.

SAMPLE / TWO VENUES

Venue A: 3,800 plus 400 setup. Venue B: 4,050 including setup.

Check capacity and contract terms before assuming the cheaper one wins.

SCOPE + SAFETY

Use signed contracts to determine obligations. This worksheet is only for planning.