

# Off-list Vendor Requirements

## Coordinator/Planner:

- \*Off-list fee\*
- Must meet venue requirements:
  - Cannot be a family member or friend
  - Must provide services that meet or exceed venue expectations based on industry standards:
    - Send requested venue documents (pre-answered event flow sheet, vendor contact information, and timeline) no later than 30 days prior to the event date or prior to the walkthrough planning meeting, whichever occurs first
    - Attend the walkthrough planning meeting 2-6 weeks prior to event date (in person if first Parker Mill event)
    - Conduct the rehearsal after a brief introduction by the venue representative
    - Perform typical coordinator responsibilities during the day of the event, including but not limited to:
      - Being on-site throughout the event duration
      - Being an accessible point of contact for vendors and wedding party throughout the event duration
      - Check-in with other vendors as they arrive
      - Timeline adherence
      - Assistance with personal items as outlined in coordinator's contract
      - End-of-night assistance for the client and family
- Contact information (**first & last name, business name, email address & phone #**) sent to Alexis via email by couple at the time of securing vendor
- Signed vendor agreement (sent directly to the vendor themselves) acknowledging adherence to all established venue policies and expectations coinciding with industry standards
- Certificate of Insurance provided by the vendor/their agent (must include correct coverage AND verbiage for listing us as additional insured)

## Reception Music:

- \*Off-list fee\*
- Contact information (**first & last name, business name, email address & phone #**) sent to Alexis via email by couple at the time of securing vendor
- Signed vendor agreement (sent directly to the vendor themselves) acknowledging adherence to all established venue policies and expectations coinciding with industry standards
- Certificate of Insurance provided by the vendor/their agent (must include correct coverage AND verbiage for listing us as additional insured)

## Bartender:

- \*Off-list fee\*
- Contact information (**first & last name, business name, email address & phone #**) sent to Alexis via email by couple at the time of securing vendor
- Signed vendor agreement (sent directly to the vendor themselves) acknowledging adherence to all established venue policies and expectations coinciding with industry standards
- Certificate of Insurance provided by the vendor/their agent (must include correct coverage AND verbiage for listing us as additional insured)

## Catering:

- Contact information (**first & last name, business name, email address & phone #**) sent to Alexis via email by couple at the time of securing vendor
- Signed vendor agreement (sent directly to the vendor themselves) acknowledging adherence to all established venue policies and expectations coinciding with industry standards
- Certificate of Insurance provided by the vendor/their agent (must include correct coverage AND verbiage for listing us as additional insured)

## Florist (ONLY if providing hanging installations)

- Contact information (**first & last name, business name, email address & phone #**) sent to Alexis via email by couple once services are confirmed
- Signed vendor agreement (sent directly to the vendor themselves) acknowledging adherence to all established venue policies and expectations coinciding with industry standards
- Certificate of Insurance provided by the vendor/their agent (must include correct coverage AND verbiage for listing us as additional insured)

## Florist (if **NO** hanging installation is provided), Hair/Makeup, Dessert/Specialty Drinks/Appetizer vendors, Photography, Videography, Transportation, Officiant, and other vendors:

- Contact information (**first & last name, business name, email address & phone #**) sent to Alexis via email by couple any time prior to the walkthrough planning meeting.
- Vendors must review and adhere to the Venue Policies sent to all vendors prior to the event date.