

Supplier Canvassing Sheet

One sheet per supplier. Bring it to every ocular and meeting.

Category: _____ Date: _____

Supplier / business name:

Contact person & number:

Page or website:

Package name & price (PHP):

INCLUSIONS

EXCLUSIONS & ADD-ON RATES

Overtime rate per hour:

Extra pax / additional unit:

Transport or out-of-town fee:

Corkage / venue fee:

TERMS

Deposit required & payment schedule:

Cancellation / reschedule policy:

Contract provided? (Y/N) Official receipt? (Y/N):

Date reserved until:

QUESTIONS COUPLES FORGET TO ASK

- ☐ Who is the actual team on the day, not just the owner?
- ☐ What is the backup plan for rain, brownout or equipment failure?
- ☐ How many other events do you cover that same day?
- ☐ When is the final deliverable due, and in what format?

Supplier Canvassing Sheet (cont.)

SCORECARD

Price vs. budget	1	2	3	4	5
Inclusions & value	1	2	3	4	5
Responsiveness	1	2	3	4	5
Portfolio & reviews	1	2	3	4	5
Gut feel	1	2	3	4	5

NOTES AFTER THE MEETING
