

# Tip Cheat Sheet for Venues Contracting Vendors



In the detailed world of event planning, the decision to hire a professional cannot be taken lightly. Between liability, insurance – and headaches, hiring vendors who will support the integrity of your venue is essential.

## Vetting Your Potential Vendor Checklist:

- **Check References:** Request and thoroughly check references from previous clients – or at the very least, research their online reviews. Look for vendors with a positive track record and experience in similar events.
- **Verify Licenses and Permits:** Ensure that the vendor has all the necessary licenses and permits required for their services. Confirm that they comply with local regulations and industry standards.
- **Review Portfolios and Samples:** Examine their portfolio or samples of their work to assess the quality and style. Make sure their work aligns with the vision and standards of your venue/clients.
- **Communication and Responsiveness:** Evaluate how promptly they respond to inquiries. Effective communication is crucial for successful collaboration and is one of the easiest ways to vet a new vendor partnership.
- **Contractual Agreements:** Carefully review and understand all terms and conditions in the contract. Clarify payment schedules, payment methods, cancellation policies, and any potential additional costs.
- **Main Point of Contact:** Clearly define who your main point of contact will be, their contact information, and emergency contact details should they not be able to follow through on their work.

Remember to regularly review and update your vendor recommendations to stay competitive and meet the evolving needs of your clients. Looking for fresh recommendations and new relationships? Reach out to BIG DEAL Company.



**Big Deal Company | 970-613-1455 or 303-886-3068 | [BigDealCompany.com](http://BigDealCompany.com)**

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