



Vendor Contracts

Be sure to have a written contract and/or a letter of commitment from each of your vendors. This is the only way to be sure that you and the wedding vendor agree on all of the details. Include a definition of the specific service; times of arrival and departure; goods that will be delivered and time of delivery; contracted costs, overtime costs, deposits required, balance due and due date of final payment.

If you have a menu or list of details, amend the contract to include this information. Both you and the vendor should sign the contract, and both of you should have copies.

As a matter of good planning review each contract carefully before signing. In most states, the contract becomes enforceable at time of signing unless there is a termination agreement written into the contract. This review could save you misunderstandings and money.