

# Ask the Right Questions

SAVING YOUR SANITY, ONE LIST AT A TIME



PREMIER  
BRIDE®

DANIELA ROLLIN PHOTOGRAPHY COLLECTIVE

*Ask the Right Questions!*

# SELECTING Cakes & Desserts



Do you specialize in any certain styles or flavors?



What do you recommend for an outdoor/seasonal reception?



Can you customize a cake from a photo/idea?



Can you match the cake colors to fabric swatches or flowers?



Can you create individual cakes for wedding favors?



Can you create specialized cakes for certain dietary needs?



Do you offer a tasting?



How long do you need to prepare the cake at the reception?



Do you offer instruction on how to cut the cake?



Will you supply a container to freeze the top of the cake?



Will you charge for any supports or bases on the cake? May I return them for a refund?



Do you provide a plateau or stand for the cake? If so, what is the charge? May I return it for a refund?



How far in advance must I book your services?



What is your cancellation policy?



Is a deposit required? If so, when and how much?

*Ask the Right Questions!*

## SELECTING A Caterer

? What packages do you offer? What do they include?

? Have you worked at my reception site before?

? Do you provide beverage service?

? Do have opening or corking fees?

? When is the deadline for the final guest count?

? When will we need to finalize the menu?

? Can you provide entrees for my guests who have special dietary needs?

? Will you provide flatware, china, stemware, etc?

? Do you supply or arrange tables, chairs or linens?

? How will you and your staff be dressed?

? Do you provide wait staff? How many are appropriate for my wedding?

? Do you have references from previous weddings?

? How far in advance must I book your services?

? What is your cancellation policy?

? Is a deposit required? If so, when and how much?

*Ask the Right Questions!*

## SELECTING A Ceremony Site



Is your facility open to non-members?



Do you have any restrictions on times or days of the week?



Do you have any restrictions or limitations on lighting, cameras, audio or video equipment?



Do you have a dress code?



Are outside musicians permitted to perform?



Will any decorations be available through you?



Are there dressing rooms?



When could we have a rehearsal?



Is ample parking available?



Are there adequate restrooms? Are they easily accessible for elderly and handicapped guests?



How far in advance must I book your services?



What is your cancellation policy?



Is a deposit required? If so, when and how much?

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## SELECTING A Wedding Consultant



What packages do you offer? What do they include?



Are your fees based on total cost of wedding or an hourly or flat rate?



Have you done weddings similar to mine?



What cultures and traditions are you familiar with?



Do you offer "day of the wedding" assistance?



Will you be willing to work with the coordinator at my reception location?



Can you provide me with special rates when working with various vendors?



How far in advance must I book your services?



What is your cancellation policy?



Is a deposit required? If so, when and how much?

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## SELECTING YOUR Flowers



What packages do you offer? What do they include?



How can we make the most of our floral budget?



Do you deliver the flowers? Is there a charge?



Do you provide any other kinds of decorating?



Do you rent or provide decorations and props?



Will you come to the ceremony and reception site to plan out the decor?



Do you set up at the ceremony and reception sites?



Can you move the flowers from the ceremony to reception?



Can you provide fresh flowers for the cake?



How far in advance must I book your services?



What is your cancellation policy?

*Ask the Right Questions!*

SELECTING HIS

# Formal Wear



What packages do you offer? What do they include?



What formal wear is best with the time and style of my wedding?



Are alterations, shoes, studs, vests and cuff links included in the rental fee?



When should fitting appointments be made?



Can tuxedos be tried on when they are picked up?



When can the formal wear be returned?



How can out-of-town guests send measurements?



How far in advance must I book your services?



What is your cancellation policy?



Is a deposit required? If so, when and how much?

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## SELECTING HER Wedding Gown



Which designers do you carry?



Do you have the dress that I want on hand?



Do you offer accessories and shoes as well? Can you dye the shoes?



Do you offer pressing, alterations or bridal slips?



Can you guarantee a delivery date for my dress?



When can you offer fittings for my bridal party? Can measurements be handled over the phone?



Can you make last-minute alterations?



How far in advance must I order my gown?



What is your cancellation policy?



Is a deposit required? If so, when and how much?

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## SELECTING YOUR Invitations



May I see samples of your work?



What packages do you offer? What do they include?



What kinds of products do you offer?



How long will it take to have each order processed?



Will we see a proof before the invites are printed?



Do you offer discounts if we order other items at the same time such as thank you notes?



Do you offer custom designs?



Do you offer labels?



Can you create a program for the ceremony?



How far in advance must I book your services?



What is your cancellation policy?



Is a deposit required? If so, when and how much?



Are you able to fill future orders such as monogrammed stationery or additional thank you notes?

*Ask the Right Questions!*

# SELECTING Music & Entertainment

? What packages do you offer? What do they include?

? May I see your references and a demo CD?

? May I see you perform at an event or bridal show?

? If I provide you with a list of songs, will you be able to play them?

? Can we control the volume of the music?

? How will you and other musicians be dressed?

? How long do you play with how many breaks?

? How long will you need to prepare or set up?

? Will you be able to act as master of ceremonies?

? When do you begin charging overtime?

? How far in advance must I book your services?

? What is your cancellation policy?

? Is a deposit required? If so, when and how much?

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## SELECTING AN Officiant



Will you perform the ceremony at a non-religious site such as a hotel or club ballroom?



Can we write our own vows, select music and readings or is there a standard format?



Will premarital counseling be required, and if so, what will that entail?



If we have been previously married or belong to different faiths, will you marry us?



If it is an interfaith marriage, will both officiants participate together?



Are there any special rules or restrictions for the ceremony?



Is there a ceremony fee?



How far in advance must I book your services?



What is your cancellation policy?

*Ask the Right Questions!*

## SELECTING A Photographer

? Will you be taking the pictures? If not, can I meet him/her?

? How long have you been a wedding photographer?

? What packages do you offer? What do they include?

? What type of photography do you specialize in?

? Have you photographed at my ceremony or reception location before?

? How many other weddings do you have this night? How long can you stay?

? Do you offer online ordering for my guests?

? Can we purchase all of our images on disk?

? Can we order additional prints later?

? What happens if you are sick or have an emergency on my wedding day?

? How far in advance must I book your services?

? What is your cancellation policy?

? Is a deposit required? If so, when and how much?

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SELECTING A

# Photo Booth



What exactly is included in your package price? Props? Color choice? Personal message? Travel Charge?



What does it look like, what are the space requirements and when should it be on?



Will there be an attendant present the entire time?



Do you use a high quality printer and photo paper?



What are the payment and cancellation policies?



Are there any current promotions or discounts available?



When will you setup and breakdown?



How many people can fit into the Photo Booth?



Have you worked at my venue before? Do you provide references?



Is there a limit on the number of pictures taken or printed?



Is the Photo Booth handicap accessible?



Do you offer any additional services or products such as a memory book/scrapbook?

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## SELECTING A Reception Site



May I see photographs of other receptions held here?



Where will we have access? Are there restrictions?



Is there ample parking for guests?



Do you provide a sound system, AV or PA system?



Are there any restrictions on decor, photography, videography, smoking or bar service?



Will you provide valet, coat check, restroom, bar and door attendants?



Is there an onsite caterer? Are we required to use him/her?



Are there adequate restrooms that are handicap accessible?



Are there adequate electrical outlets for the entertainer?



Could other events be scheduled the same day?



Is there a certain time when we must leave?



How far in advance must I book your services?



What is your cancellation policy?



Is a deposit required? If so, when and how much?

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## SELECTING Rentals



What items are available for rent?



What is the rental fee? Do you have a price list?



Have you worked at my reception location before?



Do you provide delivery, set-up and pick-up? Is this included in the cost?



When will the items be delivered and picked up?



Will you move decorations from the ceremony to the reception site if needed?



If tents are needed, do you recommend one large tent, or multiple smaller tents at my reception location?



What is your policy on damaged or missing items?



Who will be my contact on the day of the wedding?



How far in advance must I book your services?



What is your cancellation policy?



Is a deposit required? If so, when and how much?

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# SELECTING Transportation



What types of transportation modes do you offer? What are their features and benefits?



How many people does each option comfortably fit?



What packages do you offer? What do they include?



Are your charges based on time or distance?



Do you have a minimum rental time? What are the charges after that time?



What does your insurance cover?



Can you guarantee a certain vehicle for the day of my wedding?



How will the driver be dressed?



Do you or can we do any decorating?



How far in advance must I book your services?



What is your cancellation policy?



Is a deposit required? If so, when and how much?

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## SELECTING A Videographer



Will you be shooting my wedding? If not, can I meet him/her?



May I see samples of your work?



What packages do you offer? What do they include?



How many cameras and microphones will be used and where will they be located?



Are you able to work with the restrictions on lights and tripods at the ceremony or reception site?



How long will it take to get our completed video?



Can I keep the raw, unedited footage?



Can you film while a photographer is present?



Will backup equipment be on hand for the event?



How far in advance must I book your services?



What is your cancellation policy?



Is a deposit required? If so, when and how much?