

Event Planner Questions

Hiring an event planner can make your life so much easier! That is, of course, only if you hire the right one!

THE BASICS

	VENDOR 1	VENDOR 2
Is our date available?	_____	_____
How many events do you schedule on the same day?	_____	_____
How many employees will be working on my event?	_____	_____
How do you price your services?	_____	_____
Do you have a minimum/baseline cost for an event like mine?	_____	_____
Have you ever worked an event at my venue or a similar venue?	_____	_____
How would you rate your problem-solving skills?	_____	_____
How do you keep in contact throughout the planning process?	_____	_____
Will you be present when we meet with our other vendors?	_____	_____
Do you take commission on any recommended vendors that we hire?	_____	_____

VENDOR CONTACT INFO:

VENDOR 1 _____

 VENDOR 1 _____

THE BASICS

	VENDOR 1	VENDOR 2
Will you be present when we meet with our other vendors?	_____	_____
Do you take commission on any recommended vendors that we hire?	_____	_____
How much is the deposit and when is it due?	_____	_____
When is the remaining balance due?	_____	_____
How soon can you have a contract prepared?	_____	_____

THE BASICS

	VENDOR 1	VENDOR 2
If issues with vendors arise before, during, or after our event, will you deal with these or are we responsible?	_____	_____
Do you have vendors to recommend? Do you require that we hire only vendors you have worked with?	_____	_____
If we hire you, what planning aspects will we still be responsible for?	_____	_____
What type of planning services do you offer?	_____	_____
What is your policy on cancellations?	_____	_____
What is your refund policy if we are unhappy with your services?	_____	_____
Are there any special perks with using you as a Event Planner?	_____	_____



EVENT PLANNER QUESTIONS CONTINUED

FLORIST QUALIFICATIONS

VENDOR 1

VENDOR 2

As a Event Planner, what sets you apart from others?

How long have you been in this business?

Where did you learn to do this? Are you certified?

How do you handle an event emergency?

Is your business insured?

How many formal events have you worked?

Have you ever planned an event like mine?

(For an outdoor event) What is your plan in case of inclement weather?

What is your plan in case of an emergency preventing you from attending my event?

What time will you arrive and depart on the day of our event?

Will you be present to coordinate cleanup after the event?

Will you attend the event rehearsal? Would you plan the rehearsal for us?

Do you assist in finding dresses or formalwear?

Do you have a portfolio I can look through?

What do you specialize in?

Do you have any references I can talk to?

NOTES

REFERENCE #1 _____

REFERENCE #2 _____

REFERENCE #3 _____
