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Ten Things To Remember When Working With Vendors

- ◆ **Check References:** It may seem obvious, but you should ALWAYS call references given by vendors. If they won't provide references, I would suggest going with another vendor.
- ◆ **Vendor "One Sheets":** A "One Sheet" is a sheet that lists every vendor, with their full contact information and their "load-in" time. It's an invaluable part of your event planning guide and should be given to every vendor at least a week prior your event.
- ◆ **Follow-Up For "One Sheet":** You should follow up with every vendor after providing them "one sheets". Make sure that cell phone numbers are correct and solve any overlap issues with "load-in" and set-up times.
- ◆ **Event Agenda:** Provide every vendor with a complete and accurate event agenda at least a week ahead of time.
- ◆ **Event Meetings:** For larger and more complicated events, there is usually a staff meeting the day of the event. Include your vendors in those meetings. This will help them feel like a part of your "event team" and avoid any last minute issues that may have been overlooked.
- ◆ **Site Checks:** You should include your Catering and A/V (audio/visual) vendors in any site checks done prior to or the day of the event. This will help smooth out the logistics and address any issues they may have with the venue.
- ◆ **Day Before Check:** Checking with your vendors the day before your event can help to solve any last minute issues and avoid those "special surprises"!
- ◆ **Thank You:** Providing small "thank you" gifts to every vendor can go a long way in building relationships with them. Event t-shirts or "goodie bags" from the event are perfect for this and are usually already in the budget and there for you to use!
- ◆ **Prompt Payment:** This should go without saying, but ALWAYS get your vendors paid on time. If they were professional and did a good job, be professional yourself and pay them as scheduled.
- ◆ **References/Testimonials:** As an entertainer, I can tell you that one of my most powerful marketing tools are testimonials and references. If your vendors did a good job, offer to be a reference for them for future clients. Also, if they ask, provide them with a testimonial on their service. Putting it on company letter-head is important in making it professional and a viable marketing tool for them.

**THE MORE YOUR VENDORS KNOW...
THE BETTER YOUR EVENT WILL FLOW!!!**