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| **Couple name:** | **Wedding date:** |
| **Category** | **Name of Supplier & details of what is being supplied** | **Contact NameMobileEmail** | **Arrival Time** | **Departure Time** | **Supplier meal required?** | **Insurance documents required**  | **Received?** | **Date insurance documents were checked?** |
| Lighting/AV |  |  |  |  |  | PLI & PAT report & certificate (N/A if using Academy Productions) |  |  |
| Event Stylist |  |  |  |  |  | PLI & PAT report & certificate if plugging in electrical items |  |  |
| Band and/or DJ |  |  |  |  | Quantity:Dietaries? | PLI & PAT report & certificate |  |  |
| Cake |  |  |  |  |  | List of allergens  |  |  |
| Florist |  |  |  |  |  | PLI |  |  |
| Photographer |  |  |  |  | Quantity:Dietaries? | PLI |  |  |
| Videographer |  |  |  |  | Quantity:Dietaries? | PLI (Pilots licence & written permission from Waltham Airfield if flying drone) |  |  |
| Hair & Make-up artist(s) |  |  |  |  |  |  |  |  |
| Photobooth |  |  |  |  |  | PLI & PAT report & certificate  |  |  |
| Other |  |  |  |  |  | PLI & PAT report & certificate if plugging in electrical items |  |  |